

## Version 1.0 | August 2017 Supplier evaluation checklist

## Soy from China





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.

www.nepcon.org/sourcinghub



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DANIDA, Ministry of Foreign Affairs of Denmark has supported the development of this material, however DANIDA is not responsible for any views or claims presented in this material.



Supplier Name:	
Address:	
Material Type:	
Material Certification:	
Date of evaluation:	
Description of evaluation	

#### **Document Guidance**

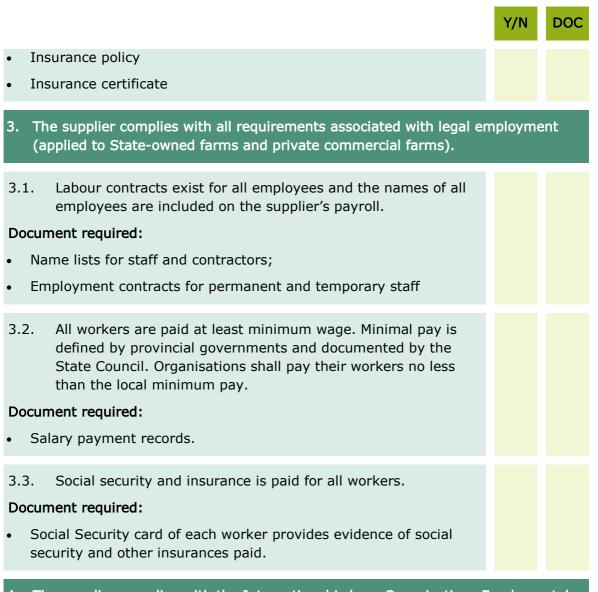
Please fill out this form by indicating 'Y' for Yes or 'N' for No or 'N/A' for not applicable for each numbered indicator if the supplier is compliant with the indicator. If 'Y' is indicated, please also tick the 'DOC' column if a copy of the require document has been submitted with this form. For all '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 China and thus it is obligatory to fill out and provide more information on the red dotted indicators.





		Y/N	DOC
•	Sea waybill		
•	Air waybill		
•	House air waybill		
•	Shipping guarantee		
•	Consular invoice		
•	Weight memo		
•	Certificate of Origin (CO)		
•	Insurance policy		
•	Insurance certificate		
2.2	2. Customs regulations		
Do	ocuments required:		
•	Sales contract		
•	Certificate of origin		
•	Customs declaration form		
•	Customs invoice		
•	Packing list		
•	Inspection certificate		
•	Certificate of analysis		
•	Phytosanitary certificate		
•	Sanitary certificate		
•	Inspection certificate of quantity and weight		
•	Quality certificate		
•	Pro Forma Invoice		
•	Consular invoice		
•	Health certificate		
•	Certificate of Origin (CO)		
•	Landing Certificate		
•	Import / Export Declaration		
•	Import / Export Licence		
•	International Import Certificate (IIC)		
•	Delivery Verification Certificate (DVC)		
•	Bill of exchange		

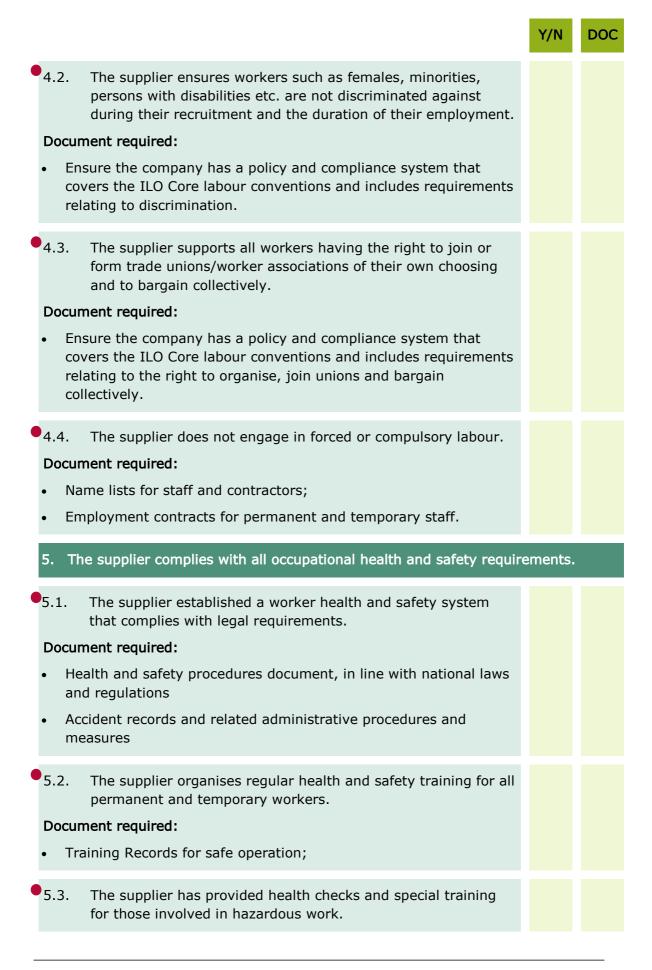


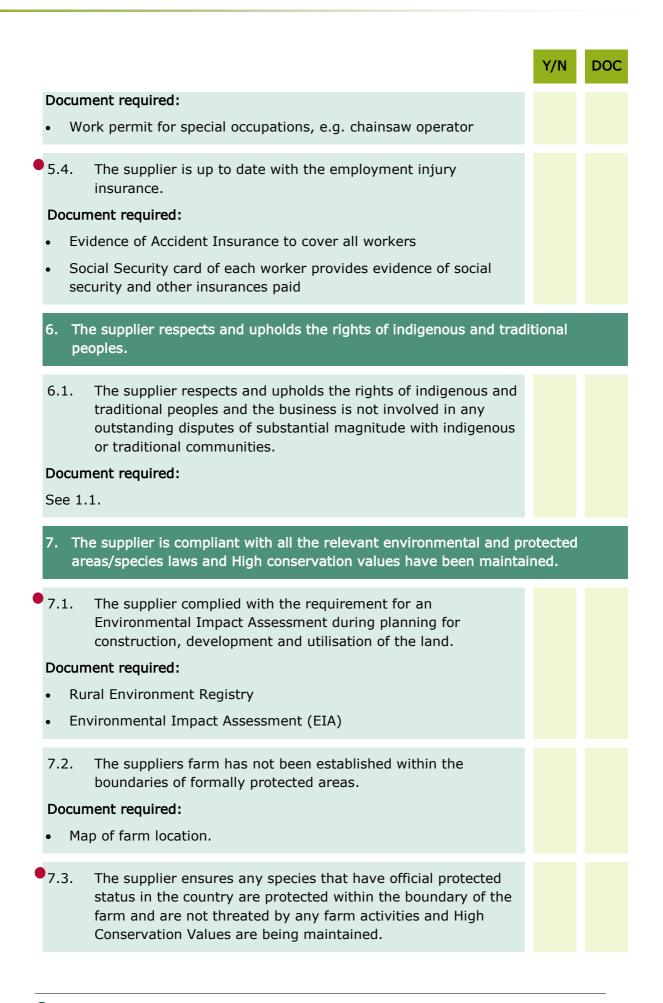
- 4. The supplier complies with the International Labour Organisations Fundamental Conventions (which relate to observance of minimum working age and fair pay, forced and child labour, discrimination, freedom of association and collective bargaining)
- The minimum age (The minimum legal age to work in China is 16 years) is observed for all personnel involved in farm management activities.

#### Document required:

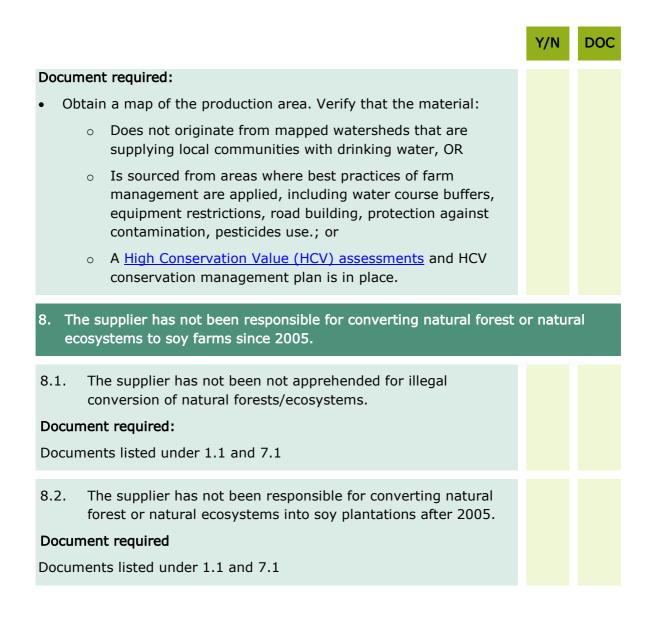
- Ensure the company has a policy and compliance system (a way of ensuring the policy is implemented) that covers the ILO Core labour conventions.
- Name lists for staff and contractors;
- Employment contracts for permanent and temporary staff.











### 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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