

Version 1.0 | August 2017

# Supplier evaluation checklist

Soy from Paraguay



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:**

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**Address:**

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**Material Type:**

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**Material Certification:**

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**Date of evaluation:**

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**Description of evaluation**

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### 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 required 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 [COUNTRY] and thus it is obligatory to fill out and provide more information on the red dotted indicators.

Y/N

DOC

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:**

- Deed Title and/or Judicial Resolution (original or a certified copy)
- Proof of property tax payment for the current year or a certificate showing exemption from property tax, in the province in which the tax obligation originated.
- Land Registry certificate
- Farms up to 20 hectares are registered with National Register of Family Farming (RENAF)
- Records Free Prior Informed Consent and copies of negotiated agreements are available (if applicable)

*For land renters:*

- Long term rental contract
- Record of rent payments
- Copy of the owner's title of ownership

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 income and profit taxes.

**Document required:**

- Unique Taxpayer Registration Number Certificate (RUC).
- Property title deed or equivalent document.
- For companies and large-scale producers, an annual report.
- Sworn declaration of payment of taxes.

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

	Y/N	DOC
<p>3.1. Products are correctly classified (species, quantities, qualities etc.) on sales documents, custom declarations and other legally required documents.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Stamped invoices</li> <li>• Book of purchases and sales (Invoices)</li> <li>• Conocimiento de Transporte Terrestre</li> <li>• Certificate of Origin</li> <li>• Inspection Report</li> <li>• Tax Certificate</li> </ul>		
<p>3.2. Customs regulations</p> <p>Importers. If the supplier is an importer, they comply with regulations on customs procedures, and have the following documents:</p> <ul style="list-style-type: none"> <li>• Bill of lading</li> <li>• Cargo release order</li> <li>• Commercial invoice</li> <li>• Consular invoice</li> <li>• Customs import declaration</li> <li>• Inspection report</li> <li>• Packing list</li> <li>• Tax certificate</li> <li>• Terminal handling receipts</li> <li>• Certificate of Origin</li> </ul> <p>Exporters. If the supplier is an exporter, they comply with regulations on legal export dossier, and possess the following documents:</p> <ul style="list-style-type: none"> <li>• Phytosanitary Certificate</li> <li>• Bill of Lading</li> <li>• Commercial Invoice</li> <li>• Packing List</li> <li>• Customs Export Declaration</li> <li>• Inspection Report</li> <li>• Transit Document</li> <li>• Foreign Exchange Authorization</li> </ul>		

	Y/N	DOC
<ul style="list-style-type: none"> <li>Terminal Handling Receipts</li> </ul>		
<b>4. The supplier complies with all requirements associated with legal employment.</b>		
<p>4.1. Labour contracts exist for all employees and the names of all employees are included on the supplier's payroll.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>Employees are insured and enrolled with Institute of Social Prevention (<b>IPS</b>)</li> <li>Unique Taxpayer Registration Number Certificate (RUC - Número del Registro Único del Contribuyente)</li> <li>Cross check the DNI (national identity document) of the employees to ensure they are registered with the employer (Registro Patronal):</li> <li>For limited liability companies check this website</li> <li>For corporations check this <a href="#"><u>website</u></a></li> <li>Employment Contracts (ask for a sample of Employment Contract(s)).</li> <li>Employer identity card (CI - Cédula de identidad) and a sample of employee identity cards (CI)</li> <li>Check the validity of the Unique Taxpayer Registration Number Certificate (RUC) ((MTESS) with the Ministry of Labour, Employment and Social Security)</li> </ul>		
<p>4.2. The supplier pays employees at least the minimum wage (as of 2016 the minimum wage in Paraguay is 1,824,055 Guarani per month (around 324 USD dollars)) and the employees do no work more hours than the maximum of 8 hours/day with maximum of 48 hours/week. The maximum daytime working day for those aged over 15 and under 18 years is 6 hours per day and 36 hours per week, for minors between 12 and 15 years of age no more than 4 hours per day or 24 hours per week.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>Proof of required employee contract agreements are in place.</li> <li>Verify a sample of employee payslips and deposit receipts.</li> <li>Certification of credits</li> </ul>		
<b>5. The supplier complies with the International Labour Organisations Fundamental Conventions (which relate to observance of minimum working age and fair pay,</b>		

	Y/N	DOC
<b>forced and child labour, discrimination, freedom of association and collective bargaining)</b>		
<p>5.1. The minimum age by law (12 and older see 4.2 for age related work hour requirements) is observed for all personnel involved in farm management activities.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Employment Contracts (ask for a sample of Employment Contract(s)).</li> </ul>		
<p>5.2. The supplier ensures workers such as females, minorities, people with disabilities etc. are not discriminated against during their recruitment and the duration of their employment.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Proof of a policy and procedures are place to ensure discrimination does not occur.</li> </ul>		
<p>5.3. The supplier supports all workers having the right to join or form trade unions/worker associations of their own choosing and to bargain collectively. (This is only applicable in situations where a private company has 20 or more employees. The law permits only one union per enterprise).</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Proof of an employee's union or worker's association. Registered Unions can be found under this link: (<a href="http://www.sitramis.com.py/index.php/cesitp/12-central-sindical-de-trabajadores-del-paraguay-cesitp">http://www.sitramis.com.py/index.php/cesitp/12-central-sindical-de-trabajadores-del-paraguay-cesitp</a>)</li> </ul>		
<p>5.4. The supplier does not engage in forced or compulsory labour.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Check if there are any registered complaints against the employer:</li> <li>• Ministry of Labour, Employment and Social Security (MTESS)</li> <li>• Registered Union (if applicable): (<a href="http://www.sitramis.com.py/index.php/cesitp/12-central-sindical-de-trabajadores-del-paraguay-cesitp">http://www.sitramis.com.py/index.php/cesitp/12-central-sindical-de-trabajadores-del-paraguay-cesitp</a>)</li> </ul>		
<b>6. The supplier complies with all occupational health and safety requirements.</b>		

	Y/N	DOC
<p>6.1. The supplier has a designated health and safety (H&amp;S) manager, or someone in senior management is responsible for overseeing health and safety management.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Proof of required employee contract and/or organisational structure/organigram</li> <li>• Proof of H&amp;S (occupational hygiene, safety and wellbeing) committees are established</li> </ul>		
<p>6.2. The supplier organises regular health and safety training for all permanent and temporary workers.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Technical Inspection on Occupational Health and Safety report</li> <li>• Occupational health, hygiene and safety plan</li> <li>• Evidence of listed H&amp;S events and training</li> </ul>		
<p>6.3. The supplier has identified health and safety risks posed to all workers and has taken actions to prevent accidents, injuries or health issues by ensuring:</p> <ul style="list-style-type: none"> <li>○ the workplaces, machinery, equipment and processes are safe;</li> <li>○ any chemical, physical and biological substances/agents are without risk to workers' health and application levels are in accordance with the law;</li> <li>○ adequate clothing and protective equipment are provided.</li> </ul> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Technical Inspection on Occupational Health and Safety report</li> <li>• First Aid Manual</li> <li>• Evidence of personal safety equipment delivered</li> <li>• Review evidence of pre-work and annual medical exams</li> <li>• Accident records</li> </ul>		
<p>6.4. The supplier ensures workers have access to clean toilet facilities and to safe drinking water, and, if applicable, clean and safe accommodations and cooking facilities.</p> <p><b>Document required:</b></p> <p>Occupational health, hygiene and safety plan</p>		



	Y/N	DOC
<p>6.5. The organisation conducts regular health &amp; safety inspections and keep management systems documents up to date.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>Occupational health, hygiene and safety plan</li> <li>Accident records</li> </ul>		
<p><b>7. The supplier respects and upholds the rights of indigenous and traditional peoples.</b></p>		
<p>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.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>Verify land tenure in compliance with 1.1 and evidence of the absence of significant disputes over land use rights.</li> <li>Obtain a map (if available a GIS map) identifying the location and borders of indigenous peoples' territories and/or traditional local communities.</li> <li>Verify whether a conflict management mechanism has been established: <ul style="list-style-type: none"> <li>Copies of negotiated agreements detailing the process of free, prior and informed consent are available.</li> <li>Evidence of a mutually agreed upon and documented system for dealing with complaints and grievances and that it is accessible and agreed upon by all affected parties.</li> </ul> </li> </ul>		
<p><b>8. The supplier is compliant with all the relevant environmental and protected areas/species laws and High conservation values have been maintained.</b></p>		
<p>8.1. The supplier complies with all the relevant environment laws and regulations.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>Environmental Impact Assessment for large properties (&gt; 500 hectares)</li> <li>Land use plan (Plan de Ordenamiento Predial) addressing the management of soils, forests, water, biodiversity and agrochemical products.</li> </ul>		

	Y/N	DOC
<ul style="list-style-type: none"> <li>• Environmental monitoring and mitigation plan (Plan de monitoreo ambiental predial) based on the.</li> <li>• Property fire protection plan</li> <li>• Verify native forests are not being cleared and are in accordance with Act N° 2524 and Act N° 5045 (Ley N° 2524 and Ley N° 5045) abided by.</li> <li>• Check the VS SHP satellite image of property limits and compare with data from Official National Forest Institute (INFONA)'s maps, Global Forest Watch deforestation maps, WWF Paraguay (regularly published deforestation reports and maps) and other relevant data</li> <li>• Approved control burn permit</li> </ul>		
<p>8.2. The suppliers farm has not been established within the boundaries of formally protected areas <b>and/or</b> the supplier has the required permits to allow operation within the protected area(s).</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Confirm location of the plantation is not located in a protected area or threatening High Conservation Values. Cross check a remote sensing or GIS map showing property limits against: <ul style="list-style-type: none"> <li>◦ Santa Cruz land use map</li> <li>◦ Map of the nationally and regionally protected areas</li> <li>◦ List of species categorised by threat level, and identifying rare, endemic, threatened and endangered species in accordance with the IUCN list and the SEAM national lists</li> </ul> </li> <li>• High Conservation Data: <ul style="list-style-type: none"> <li>◦ HCV data from the National Forest Inventory (Inventario Forestal Nacional (INFONA))</li> <li>◦ High Conservation Value (HCV) assessments</li> </ul> </li> <li>• Defined forest areas that protect watercourses under Act 4.241/10 (Bosque Protector de <i>Cauces Hídricos en el Marco de la Ley 4.241/10</i>)</li> </ul>		
<p>8.3. The supplier ensures any species that have official protected status in the country are protected within the boundary of the farm and are not threatened by any farm activities and High Conservation Values are being maintained.</p> <p><b>Document required:</b></p>		

	Y/N	DOC
<ul style="list-style-type: none"> <li>• Evidence of management plans for rare, threatened or endangered species (RTE), habitats and ecosystems include actions for their protection have been developed and are implemented. It also includes actions for critical ecosystem/protective forests services (HCV4); AND/OR</li> <li>• Evidence that there is a conservation management plan for existing HCVs within the farm area</li> <li>• Evidence that comprehensive biodiversity surveys and/or a High Conservation Value (HCV) assessment have been completed [https://www.hcvnetwork.org/als/public-summaries]</li> <li>• Evidence of listed activities that are restricted or controlled on the establishment (hunting, fishing, use of fire, disposing of garbage, etc.)</li> <li>• Restoration and/or monitoring plan for areas with HCVs</li> </ul>		
<b>9. The supplier has not been responsible for converting natural forest or natural ecosystems to soy farms since 2005.</b>		
<p>9.1. The supplier has not been not apprehended for illegal conversion of natural forests/ecosystems.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Assess the risk of deforestation and native forest management is in accordance with Act N° 2524 and Act N° 5045 (Ley N° 2524 and Ley N° 5045)</li> <li>• Check the VS SHP satellite image of property limits and compare with data from Official National Forest Institute (<a href="#">INFONA's maps</a>, <a href="#">Global Forest Watch deforestation maps</a>, WWF Paraguay (regularly published deforestation <a href="#">reports and maps</a>) and other relevant data</li> </ul>		
<p>9.2. The supplier has not been responsible for converting natural forest or natural ecosystems into soy plantations after 2005.</p> <p><b>Document required</b></p> <ul style="list-style-type: none"> <li>• See 1.1 land tenure documents</li> <li>• Assess the risk of deforestation and native forest management is in accordance with Act N° 2524 and Act N° 5045 (Ley N° 2524 and Ley N° 5045)</li> <li>• Check the VS SHP satellite image of property limits and compare with data from Official National Forest Institute (INFONA)'s maps, Global Forest Watch deforestation maps, WWF Paraguay (regularly published deforestation <a href="#">reports and maps</a>) and other relevant data</li> </ul>		

	Y/N	DOC
<p>● 9.3. The supplier has not used fire to convert natural forest or natural ecosystems into soy farms after 2005.</p> <p><b>Document required</b></p> <ul style="list-style-type: none"> <li>• Property fire protection plan</li> <li>• Approved control burn permit</li> </ul>		
<b>10. The supplier does not produce or use genetically modified (GM) soy.</b>		
<p>● 10.1. The supplier has not used or farmed genetically modified soy.</p> <p><b>Document required:</b></p> <ul style="list-style-type: none"> <li>• Consult the supplier on the seed type used and relevant certificates</li> <li>• Verify if the seed is officially authorized in Paraguay, is not GM seed and that the seed supplier is registered in the National Service of Plant and Seed Health and Safety (<a href="#">SENAVE</a>) <a href="#">register</a></li> </ul>		

## 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.

NEPCon | [www.nepcon.org](http://www.nepcon.org) | [info@nepcon.org](mailto:info@nepcon.org)