

1.0 AIM

This procedure applies to producers, producer organizations or companies (hereinafter referred to as company) that have applied for USB Certification to the Rainforest Alliance (hereinafter referred to as RA) within the scope of Farm and Supply Chain Certifications in accordance with the “RA 2020 Certification Rules” and “RA 2020 Auditing Rules” it aims to define and document all transactions from the conclusion of the agreement to the preparation of the agreement.

2.0 SCOPE

This procedure covers the fee calculations to be applied to all producers, producer organizations or companies within the scope of Farm Group and Supply Chain Certifications according to the “RA 2020 Certification Rules” and “RA 2020 Auditing Rules”.

3.0 RESPONSIBILITIES

Following titles listed in Table 1 are responsible for the implementation of this procedure.

Title	Abbreviation
Food and Agriculture Certification Manager	Certification Manager
Agriculture Schemes Manager	Schemes Manager
Programme Manager (Rainforest Alliance)	Program Manager
Operations Manager	-
Operations Responsible	-
Operations Assistant	-
Client Relations and Planning Responsible	CRP Responsible
Client Relations and Planning Assistant	CRP Assistant
Database Administrator	-

Table 1: Responsibilities and their abbreviations used in this document.

4.0 PROCEDURE

4.1 Determination of Fees

4.1.1 According to the information in the “Certification Application Form (CAF)” sent by the company, the audit and certification service duration is calculated by filling in the relevant page of the “Pricing Table” form by the Operations Manager. Thus, the audit and certification service period automatically calculated in the “Certification Application Form (CAF)” form is checked manually according to RA rules by using “Pricing Table”. Audit and certification service fee is calculated according to the calculated audit and certification service duration and submitted to the approval of the Operations Manager.

4.1.2 The rules for the calculation of farm group, supply chain and single and multi farm audit durations were recorded in the “Pricing Table” according to the information provided in the “RA 2020 Audit Rules”.

4.1.3 Items that are not included in the audit and certification fee are defined in the “Audit and Certification Offer Form-Rainforest Alliance”.

4.1.4 The audit and certification fee prepared with the “Pricing Table” is signed by the Operations Manager and kept in the relevant file.

4.1.5 Within the scope of RA certification services; Within the scope of the product, where audit and certification activities will be applied for the first time by USB Certification, 5% discount is applied to the first company that comes with a certification request, only for the first year of operation. In cases where a

discount is applied, the reason for the discount is noted on the "*Pricing Table*" and signed by the Agricultural Certification Manager.

4.1.6 Stakeholder conversations are not included in pricing.

4.2 Incentivized Surveillance Audits

4.2.1 Incentivized surveillance audits may be applied to facilitate the audit for companies that meet the requirements specified in the "*Contract Procedure*".

4.2.2 Sampling details that will affect the duration are given in the "*Sampling Guide*" document.

5.0 RELATED DOCUMENTS AND RECORDS

Documents Number	Title or Amendments
SA-R-GA-4	RA 2020 Certification Rules
SA-R-GA-5	RA 2020 Auditing Rules
SA-F-GA-4	Certification Application Form (CAF) – Farm Group
SA-F-GA-5	Certification Application Form (CAF) – Supply Chain
SA-F-GA-3	Certification Application Form (CAF) – Single & Multi Farm
SA-S-SD-14	Group Member Registry (GMR)
SA-F-AF-1	RA Certification Cost Transparency Tool
UOF-AGR-RA-EN-4040	Audit and Certification Offer Form - Rainforest Alliance
UOP-AGR-RA-EN-4000	Contract Procedure
UOP-AGR-RA-EN-4100	Sampling Guide
UOF-AGR-RA-EN-4030	Pricing Table