

Verifier Application Form
Instructions- Please fill out this form
completely and e-mail to:



Nathan P. Smith
*Program Manager, CSR Procurement
and Supply Chain Programs*

Scientific Certification Systems
2200 Powell St. Suite 725
Emeryville, CA 94608
Email: nsmith@scscertified.com
Web: <http://www.scscertified.com>

Questions?

Direct: 1.510.452.8033
Main: 1.510.452.8000

CONTACT INFORMATION

Verifier Name:	
Contact Person:	
Address:	
Phone:	
Fax:	
Email:	
Website:	

DESCRIPTION OF VERIFICATION ENTITY

<p><u>Legal Status:</u> A brief description of the legal status of the verifier, including the names of its owners and, if different, names of the persons who control it.</p>	
<p><u>Responsible Parties:</u></p>	

<p>List the names, titles, and responsibilities of personnel directly involved in CAFE Practices verification. Provide organizational chart and CV's as available.</p>	
<p><u>Experience:</u> How many years of verification experience/operation does the applicant verifier have?</p>	
<p><u>Services Offers:</u> List the services verifier offers/performs</p>	
<p><u>Geographic Operation:</u> List the geographic regions of operation</p>	
<p><u>Profit/Not-for-Profit status:</u></p>	
<p><u>Additional Information:</u></p>	

VERIFIER INDEPENDENCE & CONFIDENTIALITY

<p><u>Independency Policy:</u> Describe policies and procedures in-place that ensure verifier remains free from any commercial, financial and other pressures that might influence the results of a verification process.</p>	
<p><u>Confidentiality Policy:</u> Describe verifier's policies and procedures that</p>	

<p>ensure confidentiality of the information obtained in the course of a verification is safeguarded.</p>	
<p><u>Conflict of interest:</u></p> <ol style="list-style-type: none"> 1. List all entities within the coffee growing and processing sector with which the applicant has, now or in the past 2 years, a financial and/or contractual relationship. As well, list any other circumstances that could call into question the independence of the applicant. 2. If subcontractors will be used- describe how confidentiality and conflict of interest shall be controlled. 	
<p><u>Additional Information:</u></p>	

DISPUTE RESOLUTION

<p><u>Policy and procedure:</u></p> <p>Describe verifiers' policies and procedures for the resolution of complaints, appeals and disputes received from C.A.F.E. PRACTICES participants/applicants or other parties about the handling of verification.</p>	
<p><u>Additional Information:</u></p>	

QUALIFICATIONS

<p><u>General Policies for C.A.F.E. PRACTICES Verification:</u> Describe, or provide in separate document general policies and procedures for conducting C.A.F.E. PRACTICES verification (including document control)</p>	
<p><u>Subcontractors:</u> Provide a list of subcontractors that may be used in C.A.F.E. PRACTICES verification and the procedures for assessing, recording, and monitoring their competence</p>	<ol style="list-style-type: none">1.2. ...3. ...4. ...5. ...6. ...
<p><u>Accreditations Applicant:</u> List any accreditations applicant has attained or is seeking</p>	
<p><u>Verification Personnel:</u> List the names, qualifications, experiences and terms of reference of the verification personnel, both internal and external</p>	
<p><u>Subcontract Policy:</u> Describe processes for overseeing subcontracted work</p>	
<p><u>Certification Work:</u> Describe other relevant certification/verification work: a) in general b) in the coffee sector</p>	
<p><u>Verification for C.A.F.E. PRACTICES:</u></p>	

<p>Describe any prior verification work for Starbucks C.A.F.E. PRACTICES or PSP</p>	
<p><u>Training of Auditors:</u> List any C.A.F.E. PRACTICES-recognized workshops or training programs attended by auditors employed or contracted by the applicant</p>	