



Verifier and Inspector Guidance Update

Dear Verifiers and Inspectors,

This document is intended to supplement the “C.A.F.E. Practices Verifier and Inspector Operations Manual”. This guidance update includes a Verification Procedures and Methodology update as well as reminders.

Update Number 11.0–02/2019

1.0 Verification Procedures and Methodology:

1.1 New sampling methodology for large farms

All large farms (≥ 50 ha in productive area) and processors used by farms included in the application must be verified in a given supply chain for all applications with 20 large farms or fewer. When a supply chain consists of more than 20 large farms, inspectors should use a sample-based approach for large farms.

The sample intensity for large farms (≥ 50 ha) when the supply chain contains more than 20 large farms is the first 20 large farms + 1.5 times the square root of the number of large farms greater than 20. In statistical terms, the total number of large farms to be sampled is n .

Thus, for large farms, $n = 20 + 1.5\sqrt{\text{number of large farms greater than 20}}$

The new sampling methodology for large farms will go into effect February 15th, 2019. All applications with a start date of February 15, 2019 or after will be affected, even if they were claimed before.

1.2 Supply Chain Discrepancy Reminder

Once all supply chain discrepancies have been compiled for the application, the verifier will need to send **one email** to the client, with a copy to SCS (cafepactices@scsglobalservices.com) and Starbucks (CAFEprac@starbucks.com), explaining that a correction may be required.

Verifiers are also strongly encouraged to attach the excel document shared via email on November 30, 2018. It should be added as an attachment to the email sent. For more details on the procedure, refer to section 6.4.5 from the Verifier and Inspector Operations Manual.

1.3 Warehouse Reminder

Starting August 1, 2018 only warehouses that were **inspected during the same verification cycle** and **belonging to the same supplier** can be copied to other applications.

Please note that the VRS does not have the functionality yet to request a copy of the report like it's currently available for mills. Therefore, all requests for copies need to be directed to SCS, using our general email address cafepractices@scsglobalservices.com.

The First Response letter has already been including warehouses with validity. In case you do not find a warehouse (or mill) listed in the Addendum of the First Response Letter that you would have expected, please contact SCS as soon as possible to clarify.