

# Request for Proposals for Bonsucro Production Draft Standard V5.02 Pilot Audits

## Licensed Certification Bodies and Mills.

Bonsucro is currently in the process of revising its Production Standard, guidance to the Production Standard, Bonsucro calculator, Certification Protocol and developing new documents, such as the auditor guidance and auditor checklist.

As part of Bonsucro’s commitment to revise the standard according to ISEAL standard setting code, Bonsucro is seeking to contract Bonsucro Licenced Certification Bodies to carry out pilot audits against the draft Standard.

## Why are pilot audits important?

- 1) Enable us to test how clear and understandable the requirements of the standard and guidance documents are
- 2) Test the auditability of the Standard – how clear / useful are the requirements for verifying compliance based on the goal of the indicator
- 3) Assess the positive / negative impact of the changes to the production standard and guidance documents on the certification service. (proving a timely quality check, experience on time management, duplication, flow, etc).

## Pilot audit Process:

The Pilot audits will only look at a selection of the Bonsucro Draft Standard V5.02, focusing on the new indicators and those that have changed from the current Standard. The Certification bodies and the participating mill will play an active role during the pilot audit process.

Responsibility of mills	Responsibility of auditors
Review and understand the requirements of the Draft Bonsucro Production Standard v5.02 and implementation guidance documents	Review and understand the requirements of the Draft Bonsucro Production Standard v5.02 and auditing guidance documents
Fill in the Bonsucro Calculator V5.01 before the pilot audit	Complete the pilot audit checklist during the audit
Dedicate time to receive auditors and go through audit process	Fill in the pilot audit finding questionnaire after the audit (estimated to take 2 hours to complete)
Fill in the pilot audit finding questionnaire after the audit (estimated to take 2 hours to complete)	

Bonsucro intends to conduct at least 4 pilot audits, in different geographical regions during the second public consultation phase. While the safety of the auditors and the personnel of the mills and farms is the number one priority for the pilot audits, Bonsucro has a preference to conduct the pilot audits onsite whenever possible, but only if it is safe to do so. Since the majority of COVID restrictions are around travel, having local auditors is essential.

The locations of the pilots will be selected according to

- 1) local COVID protocols and restrictions
- 2) availability of local auditors
- 3) strategic location to test the Bonsucro Production Standard (different production practices, large number of certified mills, etc). In principle they will be 1 pilot audit in each of these regions: Central America, Brazil, India or Thailand, Australia or South Africa.

**Submissions must be presented by Licenced Certification Bodies and must include mills who agree to participate in the pilot audits (non-certified mills will also be considered) and proposed dates of when the pilot audits shall be carried out (between the 14<sup>th</sup> of June and 12<sup>th</sup> of July).**

Please send your proposal to [Nahuel@Bonsucro.com](mailto:Nahuel@Bonsucro.com) along with any questions. The proposal should include at least:

- justification of ability to provide feedback on the draft production standard and guidance documents,
- experience in similar activities
- availability of individuals and qualifications to audit locally (Lead auditor can be remote if combined with an onsite auditor and local / area experts).
- agreement of the mills to participate in the pilot audit process
- cost of services (per audit and region). We are estimating that the pilot audits should take no longer than 6 – 8 auditor days.

## Timeline and Logistics

- Proposals submitted to Bonsucro by 9<sup>th</sup> of April
- Bonsucro selects Certification Bodies and participating mills 23.04.2021
- Launch of Public consultation 14.06.2021
- Conduct Pilot Audits 14.06.2021 – 12.07.2021
- Submit Checklist and Questionnaire 22.07.2021

## Relevant Documents – Shared when the pilots have been agreed

- Bonsucro Draft Production Standard V5.02
- Bonsucro Draft Guidance to the Production Standard V5.01
- Bonsucro Draft Certification/Auditing Guidance V5.01
- Bonsucro Certification Protocol V5.01 (current version)
- Bonsucro Draft Calculator V5.01
- Bonsucro Draft Auditor Checklist V0.01 (TBC)

## Duties

- The certification body shall follow the current certification protocol and internal procedures on conducting audits and pre-audits (contracts with client, agreement on agenda, following of health and safety procedures, etc.).
- Understand the requirements of the draft Bonsucro Production Standard and support documents. This involves participating in the public consultation activities and asking questions to Bonsucro to clarify any doubts.
- Evaluate how conformity to the draft Bonsucro Production can be demonstrated on site and if existing guidance documents are informative and useful.
- Verify conformity at the farm level and verify how the Bonsucro Standard is implemented. However, this will not result in a certification decision.

## Deliverables

- Complete the pilot audit checklist during the audit. This involves conformity assessment against the indicators, findings at audit and recommendations to improve the Bonsucro Production Standard and support documents. Within 10 working days of completion of the visit.
- Submit Feedback in the Bonsucro Pilot Audit Questionnaire. (Both Mill and CB). Within 10 working days of completion of the visit.

If you have any questions on the above, please feel free to contact Nahuel Tunon at [Nahuel@bonsucro.com](mailto:Nahuel@bonsucro.com)