



SUCAFINA

Standard Operating Procedure (SOP) for Chain of Custody of Green Coffee Products

PURPOSE

To ensure the segregation of certified/verified green coffee products from non-verified/non-certified products and to maintain traceability from the farm to the end product. This document outlines the standards and procedures for maintaining the integrity and traceability of products within the Sucafina subsidiaries and suppliers.

SCOPE

This procedure applies to all personnel involved in the handling, storage, processing, and transportation of green coffee products within the Sucafina subsidiaries and suppliers.

DEFINITIONS

Certified/Verified Green Coffee: Coffee that has been certified by a recognized certification or verification body as meeting the specific environmental, social, and quality standards and compliance requirements of the program.

Non-Verified Green Coffee: Coffee that has not been certified by a recognized certification or verification and doesn't meet the standards or compliance requirements of the program.

RESPONSIBILITIES

Quality Assurance (QA) Manager: Oversees the implementation of this SOP and ensures compliance.

Warehouse Staff: Responsible for proper storage and segregation of products.

Production Staff: Ensures proper handling and processing according to this SOP.

Logistics Staff: Manages the transportation and ensures documentation is accurate.

STRUCTURE OF THE IMPACT CHAIN OF CUSTODY STANDARD

The Chain of Custody Standard for the green coffee products includes the following principles:

- Chain of Custody Management System
- Traceability
- Management System for Multi-site Operators

Each principle consists of criteria to ensure the effective implementation and monitoring of the Chain of Custody (CoC) system.

1. CHAIN OF CUSTODY MANAGEMENT SYSTEM

1.1 Control Procedures

The Participating Operator must document control procedures to maintain the integrity of certified products, including:

A product flowchart from certified farms, identifying processing steps and points where non-certified products might enter the system.

Procedures and records for receiving, processing, mixing, storing, packaging, delivering, transporting, and reselling certified products.

Responsibilities of personnel involved in the CoC Management System.

1.2 Personnel Training

Personnel handling certified products must be trained and demonstrate the knowledge and skills to effectively implement the CoC Management System.

1.3 Compliance with Laws

The Participating Operator must comply with all applicable laws related to handling certified products, including environmental, health, safety, and labor laws.

1.4 Internal Inspections

The Participating Operator must implement internal inspection procedures, including annual documented inspections and corrective action plans.

1.5 Contractor Agreements

Contractors involved in processing, storing, packaging, or labeling must enter into binding agreements, allowing audits by the Participating Operator and the Certification Body.

1.6 Document Retention

All documents supporting the CoC Management System must be retained for at least three years and be available for review.

1.7 Complaint Resolution

The Participating Operator must have a documented procedure for receiving and resolving complaints regarding conformance with this standard.

2. TRACEABILITY

2.1 Internal Procedures

The Participating Operator must demonstrate that certified products are covered by procedures to preserve their integrity.

2.2 Product Identification

Certified products must be identifiable through physical or visual means.

2.3 Transaction Certificates

Transaction Certificates must be requested and issued as per Sucafina's request when available.

2.4 Record Keeping

Records must document quantities of certified products purchased, in stock, and sold.

2.5 Conversion Factors

The methodology for calculating conversion factors must be documented and updated.

2.6 Supplier Documentation

Supplier documentation must include Transaction Certificates or other supporting documents indicating the certified status of purchased products.

2.7 Customer Claims

Claim information must be provided to customers, including Transaction Certificates and supporting documents.

3. TRACEABILITY PROCEDURE

3.1 CRITICAL CONTROL POINT: RECEIPT OF THE GREEN COFFEE

3.1.1 **Inspection:** Upon arrival, inspect all incoming green coffee shipments.

Verify the documentation for certified status.

Check for certification labels and farm origin information.

3.1.2 **Documentation:** Ensure all relevant documents are collected, including:

Certification documents

Shipping manifests (inland transportation)

Farm of origin documentation

Weight certificate

3.2 CRITICAL CONTROL POINT: SEGREGATION AND STORAGE

3.2.1 **Labeling:** Clearly label all verified and non-verified green coffee

Use color-coded tags or labels (e.g., green for verified, red for non-verified).

3.2.2 **Storage:** Store verified and non-verified green coffee in separate areas.

Use dedicated storage bins or compartments.

Ensure physical separation to prevent cross-contamination.

3.3 CRITICAL CONTROL POINT: FOR HANDLING AND PROCESSING

3.3.1 **Scheduling:** Schedule processing times to avoid overlap between verified and non-verified coffee. Clean equipment thoroughly between batches.

3.3.2 Processing Documentation: Maintain detailed records of each batch processed. Include batch number, processing date, and certification status information.

3.4 CRITICAL CONTROL POINT: TRANSPORTATION

3.4.1 Documentation: Ensure that all transportation documents clearly indicate the certification status of the green coffee. Include batch numbers and farm of origin.

3.4.2 Separation: Use separate containers or compartments in transport vehicles for verified and non-verified coffee.

3.5 CRITICAL CONTROL POINT: RECORD KEEPING AND TRACEABILITY

3.5.1 Database Maintenance: Maintain an electronic database to track all verified green coffee.

Include details such as batch numbers, farm of origin, processing dates, and transportation details.

3.5.2 Audit Trail: Ensure that all records are kept up to date and are easily accessible for audits. Perform regular internal audits to ensure compliance with the SOP.

3.6 CRITICAL CONTROL POINT: NON-COMPLIANCE AND CORRECTIVE ACTIONS

3.6.1 Identification: Identify any instances of non-compliance or mixing of verified and non-verified products.

3.6.2 Correction: Take immediate corrective action to re-segregate products and prevent recurrence. Document the non-compliance and actions taken.

3.7 CRITICAL CONTROL POINT: TRAINING

3.7.1 Employee Training: Provide regular training to all employees involved in the handling of green coffee. Include information on the importance of segregation and traceability. Update training materials as necessary to reflect any changes in the SOP.

3.8 REFERENCES

- Certification standards documents
- Internal audit checklists
- Employee training materials
- Certification bodies
- Certification standards websites / FAQ

4. MANAGEMENT SYSTEM FOR MULTI-SITE OPERATORS

4.1 Internal Control System

Multi-site System Administrators must document and implement an Internal Control System to ensure site conformance with the CoC system.

4.2 Site Records

Records must include a list of sites, inspection statuses, and sanctioned sites.

4.3 Sanction Procedures

The Internal Control System must include procedures for sanctioning non-compliant sites, with progressively more serious measures up to exclusion from the CoC certificate scope.

REVISION HISTORY

Revision	Date	Description	Approved by
1.0	2024-02-01	Initial SOP	Cora Coronel / Robin Hooft van Huysduynen
1.1	2024-07-30	Revised SOP	Cora Coronel/Global Certifications Manager