



# Friend of the Earth Standard

## FOE – Traceability

Criteria and indicators for verifying the traceability  
of products from sustainable Agriculture and  
Breeding



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## Introduction

Friend of the Earth is a project developed by the World Sustainability Organization, set up in 2013 as an initiative to provide consumers with a way of recognising sustainable agricultural and breeding products and to motivate companies to produce in a more environmentally-friendly way, through its strict certification standard.

The certification standard was developed on the basis of the SAFA guidelines (Sustainability Assessment of Food and Agriculture systems) imposed by FAO, and its principles are based on the protection and preservation of the whole ecosystem where farms operate, agriculture based on integrated control methods, improved energy efficiency, optimisation of resources, compliance with regulations and social responsibility.

The certification label is applied on certified products that comply with strict Traceability ensuring that approved origin can be traced.

All products and their origin are checked according to the strict sustainability criteria established by Friend of the Earth.



## Description of the Organisation

*This document must only be filled in by the Certifying Body and the appointed Auditor. They must fill it out in their native language or in English (only if they are fully proficient in it).*

a) NAME OF THE ORGANISATION TO AUDIT:
b) NAME OF THE ORGANISATION REQUESTING THE AUDIT:
c) IS THE ORGANISATION BEING AUDITED PART OF A GROUP?
d) ADDRESS OF THE ORGANISATION TO AUDIT:
e) NAME AND CONTACT DETAILS OF THE MANAGER OF THE ORGANISATION TO AUDIT:
f) COMMON NAME OF THE SPECIES TO AUDIT: <i>(e.g.: tomatoes, aubergines)</i>
f) SCIENTIFIC NAME OF THE SPECIES TO AUDIT: <i>(e.g.: Solanum lycopersicum)</i>



**h) SITES INVOLVED IN THE AUDIT:**

*(list the names of the sites and their location)*

**i) SITES VISITED BY THE AUDITOR:**

*(if other than h) sites to be audited)*

**j) PRODUCTION DESCRIPTION:**



a) BUSINESS AREA OF THE ORGANISATION TO AUDIT:

- agricultural/breeding products
- processing
- import
- export
- distribution
- other (description):

m) DESCRIPTION OF THE FINAL PRODUCT:

*(e.g.: fresh, frozen, canned, other)*

n) BRANDS OF FINISHED PRODUCTS:

*(list of brands under which the product is sold. If available, include images of the brands)*

o) DESCRIPTION AND LOCATION OF ANY COLD ROOMS AND WAREHOUSES:

*(For the purposes of product traceability)*

p) TOTAL NUMBER OF EMPLOYEES:

*(optional)*

q) ENVIRONMENTAL CERTIFICATIONS AND AWARDS:



r) ADDITIONAL INFORMATION:

NAME OF CERTIFYING BODY:	AUDIT TEAM:	AUDIT START AND END DATE:
AUDITOR SIGNATURE:	NAME OF THE ORGANISATION MANAGER ACCOMPANYING THE AUDITOR DURING THE AUDIT:	AUDIT CODE:

**NOTES FOR THE AUDITOR**

- 1) The Auditor must fill in all the fields of the checklist
- 2) The instructions to fill in the checklist are reported in the blue fields
- 3) The Auditor must provide an explanation when the qualification requirements do not apply
- 4) The Auditor must answer Yes when the organisation complies with the requirement and No when it does not
- 5) The Auditor must comment and provide an explanation for positive or negative answers. Yes, No or Not Applicable are not enough
- 6) All relevant documentation must be added to the final audit report in a separate and numbered annex
- 7) You are welcome to include photographic evidence to be added to the checklist and/or as an annex

**Traceability Verification**



No.	Requirement	Level	Y/N	Comments
1.1	The Organisation identifies each product and each lot in a unique way.	E		
1.2	The Organisation guarantees the presence of a specific traceability system that proves that the audited product meets all the requirements of this standard and that there is no possibility of mixing it with other non-certified products.	E		
1.3	The Organisation provides an accurate identification of the origin of the products, including: - The manufacturer; - The certifying audit code.	E		
1.4	The Organisation carries out, at least once a year, a training and refresher course for employees involved in maintaining the chain of custody, in order to achieve and maintain adequate knowledge and preparation levels.	I		
1.5	The Organisation performs operating checks on the system at least once a year.	I		
1.6	There is a procedure to recall/withdraw products and this is tested at least once a year.	I		

Record the traceability test performed in the space below, by specifying the relevant data collected.

Traceability test: the audits must include a test at the start and at the end of one or more lots of finished product, including mass balances, bills, invoices and all relevant documents that prove the origin of the product and its compliance with the standard.

Lots of finished product:

Additional comments:

## Conclusions

The Auditor must also fill in the following fields





The Farm **COMPLIES** with Friend of the Earth requirements.

The Farm **DOES NOT COMPLY** with Friend of the Earth requirements.

The auditor found the following non-conformities:

**MAJOR NON-CONFORMITIES** (to be solved within 3 months)

Specify

No.	Requirement	Level	YES/N O	Comment

**MINOR NON-CONFORMITIES** (proposal to be sent within 4 months and compliance to be achieved within 1 year)

Specify

No.	Requirement	Level	YES/N O	Comment