

# FairWild Foundation

## Accreditation Program Requirements for Certification Bodies Audit- ing the FairWild Standard

Guidance document



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## 1. Background

The FairWild Foundation (FWF) sets the standards for certification of sustainable wild collection of medicinal and aromatic plants (MAPs), fungi and lichen and operates a registration scheme for the chain of custody of ingredients and products (processors, traders and licensees). FWF does not issue certificates itself. Independent certification bodies (CBs) carry out the audits that lead to FAIRWILD® certification.

The FairWild Foundation has introduced an accreditation program for CBs in June 2016, with the aim to expand inspection and certification capacity globally and ensure a highly credible certification process based on high quality audits, integrity and competitiveness. The program places its primary focus on well-qualified and trained auditors and evaluation staff and is implemented in several steps.

This guidance document describes the procedures and requirements for implementation of the accreditation program.

## 2. Introduction

### 2.1 The FairWild Foundation

The FairWild Foundation is a non-profit institution under Swiss law and registered in Zürich, Switzerland. It runs a secretariat hosted by TRAFFIC International in the United Kingdom. The FairWild Foundation is headed by a Board of Trustees that brings together individual expertise in the field of biodiversity, sustainability and conservation of nature habitats, as well as sourcing, manufacturing, marketing and certification of wild collected plants.

Established in 2008, the FairWild Foundation promotes the sustainable use of wild-collected ingredients, with a fair deal for all those involved throughout the supply chain. The current FairWild Standard (version 2.0) was developed through a combination of an original FairWild Standard, focusing especially on social aspects, and the International Standard for Sustainable Wild Collection (ISSC-MAP) dealing with ecological aspects.

The increasing demand for wild plants – as ingredients for food, cosmetics, well-being and medicinal products – poses major ecological and social challenges. The pressure on potentially vulnerable plant species can endanger local ecosystems and the livelihoods of collectors, who often belong to the poorest social groups in the countries of origin. As a response to these concerns, the FairWild Foundation promotes the FairWild Standard and certification system for the sustainable management and collection of wild plants, fungi and lichen. In addition, it is also proving instrumental for the implementation of existing regulatory frameworks provided by National Resource Management Systems as well as by International Conventions such as, “The Convention on Biological Diversity (CBD)” and “The Non-Detriment Findings Process of CITES”.

In this context, the FairWild Foundation aims to provide a worldwide framework for implementing a sustainable, fair and value-added management and trading system for wild-collected natural ingredients and products thereof.

## 2.2 Objectives

The main objectives followed by the FairWild Foundation are:

1. To facilitate the acceptance of the FairWild (FW) Standard on a national and international basis and by this promoting sustainable wild collection and enhancing international trade with products from such systems.
2. To support the global growth of FairWild Foundation by increasing its scope and capacity.
3. To maintain FWF’s credibility based on quality, integrity and competitiveness.
4. To communicate the general requirements nominated CBs must fulfil in order to be accredited by the FWF accreditation unit.
5. To explain the accreditation requirements to the CBs wishing to be accredited.
6. To ensure that the FW certification programme is managed in a competent, consistent, impartial, transparent, rigorous, reliable and credible manner.
7. To ensure adequate monitoring of the technical and administrative capabilities of the CBs and their audit teams.

## 2.3 FairWild Certification

The creation of standards is the answer to consumers’ concerns regarding the quality of products. At the same time standards require the means by which conformity is assured. Assessment of the fulfilment of requirements in standards, or other normative documents, is one technique used to resolve any concerns that society has regarding products. In this sense product certification is understood as an activity by which a third party gives written assurance that a product (including process and service) fulfils specified requirements.

FairWild Certification means that buyers - from ingredient traders up to consumers - know they are dealing with legally and sustainably sourced products. They are fair traded, meaning that the benefits are felt by all those involved, right down to the local communities harvesting the wild plants.

Plant, fungi and lichen products collected from the wild can be certified under the FairWild Standard, including (but not limited to):

- Medicinal and aromatic plants
- Gums and resins

- Wild fruits
- Nuts and seeds
- Mushrooms

Processed ingredients for finished products (e.g. extracts, essential oils and fatty oils) and finished products containing FairWild ingredients (e.g. teas, cosmetics, drinks and herbal supplements) can be labelled with the FAIRWILD® mark by businesses registered with the FairWild Foundation and in accordance with the FairWild trading and labelling rules.

With the exception of the People's Republic of China, where the FWF has an exclusive agreement with a local control body, FairWild certification is not restricted to a specific territory.

## 3. Accreditation Program

### 3.1 Scope

Product certification of the FairWild Standard is based on EN ISO/IEC 17065:2012. This system addresses bodies certifying products, processes and services, describing the institutional requirements to be fulfilled by a CB.

While many of these requirements are of general character and cut across individual standard schemes, there are also elements with high relevance for the FairWild certification program. These elements need special attention, and specific accreditation requirements can be derived from there.

This document specifies the accreditation requirements for certification bodies operating the FW certification program against the FW Standard. FWF bases its assessment and accreditation of certification bodies exclusively on privately set standards, and they do not comprise an assessment or accreditation by public authorities.

Although an independent FWF accreditation unit may operate at a later stage, the accreditation program is presently monitored by a coordinator, who will - in collaboration with the FW secretariat - evaluate conformity of candidates with the FW accreditation requirements for CBs.

### 3.2 Reference Documents

The FW accreditation program is based on the following programmes and principles:

EN ISO/IEC 17065:2012 Conformity assessment – Requirements for bodies certifying products, processes and services. This normative document is applied to the accreditation of organic certification bodies by all competent authorities throughout the world and covering all general aspects of independent and qualified certification. The listing of the FairWild Standard in the scope of accreditation according ISO/IEC 17065 is, however, not required.

Complementary to EN ISO/IEC 17065:2012, the FWF has defined specific requirements that are deemed necessary to ensure that the FW certification programme is managed in a competent, consistent, impartial, transparent, rigorous, reliable and credible manner. The main focus of these specific FWF criteria is on the following:

- FW accredited certification bodies must demonstrate a high level of technical and operational capacity in the field of sustainable management and collection of wild plants to conduct the work effectively and efficiently.

- Auditor compliance with the FW Auditor Competence Program is a must and ensures that the system has professionals with exceptional skills, professional experience, training and continual development.
- The FWF aims to build a community of certifiers who not only have the technical ability to conduct audits and award certification, but also share FWF's conservation mission, vision and passion for sustainable wild collection, and commitment to improving the livelihoods of rural communities around the world.
- The FW specific accreditation criteria have been based on the following documents: ISEAL Code of Good Practice for Assuring Compliance with Social and Environmental Standards V1-0 and ISO/IEC 17021:2011-07 Conformity assessment – Requirements for bodies providing audit and verification of management systems.

The following referenced documents are relevant for the application of this document:

#### FairWild Standard

- ✓ FairWild Standard, version 2.0 (August 2010)
- ✓ FairWild Standard, version 2.0, Performance Indicators (August 2010)

#### Implementation guidance documents

- ✓ ISSC-MAP Resource Assessment guidance document
- ✓ ISSC-MAP Management Planning guidance document
- ✓ FairWild Guidance Manual for Social and Fair Trade Aspects (updated Dec. 2013)
- ✓ FairWild Guidance Manual for Establishing Species and Area Management Plans for Low Risk Plant Species (new Dec. 2014)
- ✓ IMO Manual for Sustainable Wild Collection Practices
- ✓ IMO Manual for Developing and Implementing an Internal Control System
- ✓ IMO Manual for Quality Assurance
- ✓ MEDICINAL PLANTS: Manual for Collectors Based on Principles of Organic Production. English language version. (Bosnia & Herzegovina, 2003)

#### Certification documents: wild collection operations

- ✓ FairWild Standard Operational Procedures: Audit and Certification (Version 4/2015)
- ✓ Introduction to implementing FairWild certification
- ✓ Application form for risk analysis of species proposed for certification
- ✓ FairWild certification application procedures
- ✓ FairWild risk classification explanatory notes

#### Trading

- ✓ FairWild Trading Rules (Version 1/2014, 1st July 2014)
- ✓ Annex 1. FairWild Trader Registration Form
- ✓ Annex 2. FairWild License Agreement
- ✓ Annex 3. Annual FairWild Turnover Form
- ✓ Annex 4. Registration and License Fees

#### Labelling

- ✓ FairWild Labelling Rules (Version 3/2014, 1st July 2014)
- ✓ FairWild Guidance: Using the FAIRWILD® word mark
- ✓ FAIRWILD® design mark
- ✓ Derogation Policy for the FairWild Labelling Rules (Version 1/2019)

#### Accreditation and Auditor Competence documents

- ✓ Auditor Qualification Criteria for the FairWild Standard (Version 3 / 2018)

- ✓ FairWild Scheme Manager Terms of Reference and Qualification Requirements (Version 2 / 2017)
- ✓ Memorandum of Understanding: Concerning intention to become accredited as a FairWild Certification Body (Standard Template)
- ✓ Contract: Concerning accreditation as a FairWild Certification Body (Standard Template)

Other documents and information as maintained on the FairWild website (<https://www.fair-wild.org/documents>), and available from the FairWild Secretariat on request.

## 4. Accreditation Procedure

Applicant certification bodies who are interested in becoming accredited as a FW certifier should follow the following procedure:

process	action	details
<b>1. Application</b>	Letter of interest to FWF	<ul style="list-style-type: none"> <li>• State intention to become a FW accredited CB.</li> <li>• Express willingness to follow the SOP: audit &amp; certification procedures as laid out in the respective document.</li> <li>• Commit to train inspectors according to the FW auditor competence program.</li> </ul>
<b>2. Compilation of documents</b>	<ul style="list-style-type: none"> <li>• ISO 65 or ISO 17065 with at least one international organic or sustainable standard in the scope.</li> <li>• Official registration as CB by a competent authority.</li> <li>• CV of appointed FW scheme manager</li> </ul>	<ul style="list-style-type: none"> <li>• All documents must be provided in English language and shall be sent to the appointed FW accreditation coordinator + the FW secretariat.</li> <li>• A basic eligibility check will be conducted by the FW accreditation coordinator and the scheme manager appointment confirmed.</li> </ul>
<b>3. Approval of training proposal</b>	<ul style="list-style-type: none"> <li>• An individual proposal for the organization of a training course of FW auditors of the applicant CB will jointly be worked out.</li> <li>• The training event and the detailed program need approval by the FWF Board of Trustees (BoT) as well as by the applicant CB.</li> </ul>	<ul style="list-style-type: none"> <li>• BoT: approval via email consultation</li> <li>• Applicant CB: approval confirmed in writing</li> </ul>
<b>4. Approval of overall accreditation budget</b>	<p>A budget will be submitted by the FWF, which comprises:</p> <ul style="list-style-type: none"> <li>• Organization and conducting of the auditor training course</li> <li>• Accreditation costs</li> <li>• The budget needs to be approved by the applicant CB.</li> </ul>	<ul style="list-style-type: none"> <li>• BoT: approval via email consultation</li> <li>• Applicant CB: budget approval in writing to the coordinator/secretariat</li> </ul>
<b>5. Pre-evaluation + MoU (optional)</b>	<ul style="list-style-type: none"> <li>• Review of all application documents by the FW accreditation coordinator.</li> <li>• Signing of a MoU between FWF and the applicant CB (<i>optional</i>).</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the successful evaluation of step 1 to 5 the confirmation to proceed with the auditor training will be given.</li> <li>• If necessary or desired by either party, an MoU can be signed between the FWF and applicant CB.</li> </ul>

<b>process</b>	<b>action</b>	<b>details</b>
<b>6. FW auditor training</b>	A FW training for auditors and the scheme manager of the applicant CB will be conducted as outlined in the proposal under point 3.	<ul style="list-style-type: none"> <li>• At least one inspector and one CB staff member (i.e. the FW scheme manager) need to prove that they have successfully participated in the FW auditor trainings.</li> </ul>
<b>7. Preliminary accreditation contract</b>	Based on the MoU and the successful passing of the FW auditor training, preliminary accreditation will be granted with a contract.	<ul style="list-style-type: none"> <li>• Starting from the date of contract, the applicant CB can conduct audits and certification according to the FW standard.</li> <li>• All referenced FW documents and procedures (SOP) will be fully applicable from this point onwards.</li> <li>• The preliminary accreditation status will remain for a minimum period of 2 years. During this period the following rules will apply: Before issuing final FW certificates, the CB will submit at least five audit reports per year (including all “high risk” species) and intended certification decisions to the FW accreditation coordinator for re-evaluation. The FW accreditation coordinator will screen these FW audit reports and certification decisions of the CB and report back any critical points and interpretations not in line with the FW standard.</li> </ul>
<b>8. Full accreditation</b>	<ul style="list-style-type: none"> <li>• Full accreditation will be granted not before 2 years successful operation of the FW scheme.</li> <li>• The CB needs to have accomplished at least 5 certification procedures before receiving the full accreditation.</li> <li>• The final approval for full accreditation lies with the Board of Trustees of the FWF.</li> </ul>	<ul style="list-style-type: none"> <li>• An assessment report will be compiled for each candidate CB, which will be reviewed by the FWF Board of Trustees, ensuring that the assessment process provides enough information for final accreditation decisions and that the recommendations included are justified.</li> <li>• In case the assessment report does not give evidence of sufficient performance of the CB, the preliminary accreditation status might be extended.</li> </ul>

Each step of the accreditation process as described above is subject to the approval of the FWF accreditation coordinator.

## 5. Costs of Accreditation

The following fee structure applies:

<b>cost factor</b>	<b>fee (€)</b>
Initial application for preliminary accreditation (including document evaluation, MoU, preliminary accreditation contract). The fee includes FWF's role in organisation of the auditor training course; however, delivery of the course and any subsequent additional training required will have a separate budget, as indicated above.	3.000,-
Annual fee from year 2 onward (including screening of FW audit reports and feedback, clarification of open questions etc.)	1.500,-
Final assessment report for full accreditation (including final accreditation decision)	1.000,-

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