Handler Affidavit and Review Form

# Introduction

To protect the integrity of the SCS Standard and certification marks in the marketplace, handlers who wish to make a claim shall complete this affidavit for review by the certification body of their supplier(s).

Handlers include repackers, processors, blenders, product manufacturers, or other downstream customers who alter the product in any manner or relabel or list certified products as ingredients

# Handler Affidavit – to be completed by the Handler

Please fill in all information fields, provide supporting evidence as needed and provide authorized signature.

Applicant Name is a supply chain partner of an SCS-001 Sustainably Grown Standard Certificate Holder. This Form is intended for use by supply chain partners (referred to here as “Handlers”) – including repackers, processors, blenders, product manufacturers, or other downstream customers – who alter the product in any manner and who wish to make a claim, refer to the certification, or use a certification mark in business-to-business or business-to-consumer marketing or labeling applications.

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| --- | --- | --- | --- |
| **Handler** | | | |
| Company Name: |  | | |
| Contact Name: |  | | |
| Address: |  | | |
| Phone: |  | Website: |  |
| Fax: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Certified Product Information** | | | |
| SCS-001 Certified product: |  | | |
| Certificate Number for SCS Certified product: |  | | |
| Annual purchase volume (please attach invoices): |  | Certified Product Labeled upon receipt (Yes/No): |  |

|  |  |  |
| --- | --- | --- |
| **Proposed Modification to the Certified Product** | | |
|  | *Check if applicable* | *Provide Short Description, including, where applicable: weight and/or percentage of certified product in final product, conversion factor, etc* |
| Repacked |  |  |
| Processed |  |  |
| Blended |  |  |
| Use as Ingredient in another Product |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| **Handler Product Information** | |
| Product Trade Name: |  |
| Annual production (e.g., volume, cases): |  |
| Sold in the following countries: |  |
| Sell-by date instructions (if applicable): |  |
| Other certification marks on product: |  |
| City/State/Country Location of Processing/Handling/Manufacturing: |  |
| Other similar products purchased from non-certified origin in the same facility: |  |
| Other products manufactured, processed or handled in same facility: |  |
| Description of segregation method: |  |

|  |  |  |
| --- | --- | --- |
| **Intended Use(s) of Claim or Mark** | | |
|  | *Check if applicable* | *Provide Description and/or mock-up* |
| On-Product claim or mark |  |  |
| Point of purchase signage |  |  |
| Off-Product Collateral |  |  |
| Website / Digital Media |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| **Affirmation** | |
| I confirm that the above information is true and correct to the best of my knowledge and that I am duly authorized to sign this form. I agree to supply additional information as deemed necessary for the affidavit approval process. | |
| Authorized Signature: |  |
| Date: |  |
| Name and Title: |  |

# Handler Evaluation – to be completed by the approved Certification Body

The below section is to be completed by the Certification Body. Further evidence may be requested from the Handler and Certificate Holder if deemed necessary by the Certification Body.

|  |  |
| --- | --- |
| **Certification Body Information** | |
| Name of Auditor: |  |
| Certification Body: |  |
| Date of Evaluation |  |
| Recommendation: |  |
| Name of Reviewer: |  |
| Date of Review: |  |
| Name of Decision Maker |  |
| Date of Decision: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Verification Method** | **Conformity (C, NC, N/A)** | **Evidence of Conformity/Non-Conformity** |
| The Certificate Holder shall confirm they have sold/sell certified product to the Handler. | Certificate Holder’s sales invoices |  |  |
| The Handler shall purchase sufficient certified product from the SCS-001 Certificate Holder to account for their production/use of certified product | Handler’s purchase orders and Certificate Holder’s sales invoices; Handler’s production, considering conversion rate.  Note: The reconciliation shall demonstrate that outputs are not greater than certified inputs, except as related to added ingredients, and that where product is transformed, the yield (conversion rate) is accurate and realistic. |  |  |
| The segregation method in each facility handling certified product shall be sufficient to ensure there is no risk of mixing certified and non-certified product. | Review of segregation procedures; photographic/video evidence of segregation at Handler’s facility; traceability test (tracing the Handler’s product through the purchase of certified product). |  |  |