



Temporary Authorization to Trade Policy

Fair Trade USA

Version 1.0.0

Purpose

In the interest of facilitating trade and maximizing impact for applicants undergoing certification, Fair Trade USA can grant a Temporary Authorization to Trade. The purpose of this policy is to describe the requirements that an applicant must meet to qualify for a Temporary Authorization to Trade and the rules associated with this authorization.

Scope

This policy applies to all applicants for certification against the Agricultural Production Standard (APS) or the Capture Fisheries Standard (CFS).

This policy becomes effective January 1, 2019.

Related Documents

The following documents are referenced throughout this policy:

- a) Agriculture Program Assurance Manual
- b) Temporary Authorization to Trade Request Form:
https://www.fairtradecertified.org/sites/default/files/filemanager/documents/Standards/CRT_TATRequestForm_EN_1.0.0.DOCX

1. Conditions to Issue a Temporary Authorization to Trade

1.1. Conditions to Issue a Temporary Authorization to Trade for the APS

1.1.1. Fair Trade USA can grant a Temporary Authorization to Trade to applicants that meet the following conditions:

- a) The applicant has undergone their initial audit;
- b) The applicant is in compliance or has come into compliance through the Corrective Action Plan (CAP) process with all of the following criteria:
 - **Module 1:** 1.1.1.a and 1.1.2.a;
 - All applicable **Module 2** criteria;



- **Module 3:** 3.1.1.a, 3.2.1.a, 3.2.1.e, 3.2.1.g, 3.2.1.h, 3.2.2.a, 3.3.1.a, 3.3.2.a, 3.4.2.a, and 3.6.2.e;
 - **Module 4:** 4.1.2.a, 4.4.1.a, 4.4.1.c, 4.4.2.a, and 4.4.2.b,
 - **Module 5:** 5.1.1.a, 5.1.1.b, and 5.1.1.d.
- c) The applicant demonstrated preparedness for the audit and was open and transparent with the Conformity Assessment Body (CAB);
 - d) The applicant has not been decertified previously for compliance issues as described in the Agriculture Program Assurance Manual;
 - e) The applicant has not sold any product under Fair Trade terms before the Temporary Authorization to Trade was approved by Fair Trade USA;
 - f) Fair Trade USA's Business Development team has confirmed that the applicant has a buyer interested in purchasing product under Fair Trade terms;
 - g) The applicant attests they will close all remaining non-compliances if the TAT is approved; and
 - h) The applicant complies with any additional requirement requested by Fair Trade USA or the CAB if additional risk is identified.

1.1.2. The applicant must report to Fair Trade USA, as required by criterion 5.3.3.b, all their sales during this Temporary Authorization to Trade.

1.2. Conditions to Issue a Temporary Authorization to Trade for CFS

1.2.1. Fair Trade USA will grant a Temporary Authorization to Trade to applicants that meet all of the following conditions:

- a) The applicant has undergone their initial audit;
- b) No Major Non-Compliances were identified during the Evaluation Audit of the producer, or once any Major Non-Compliances have been closed through a sufficient Corrective Action Plan;
- c) The applicant demonstrated preparedness for the audit and was open and transparent with the CAB;
- d) Fair Trade USA's Business Development team has confirmed that the applicant has a buyer interested in purchasing product under Fair Trade Terms;
- e) The applicant attests they will close all remaining non-compliances if the TAT is approved; and,
- f) The applicant complies with any additional requirement requested by Fair Trade USA or the CAB if additional risk is identified.

1.2.2. The applicant must report to Fair Trade USA all their sales during this Temporary Authorization to Trade.

2. Requesting a Temporary Authorization to Trade

2.1. The applicant must send the Temporary Authorization to Trade Request Form and the Preliminary Report provided during the closing meeting of the initial audit or the CAP form demonstrating compliance with the criteria outlined in Section 1 of this policy.

2.2. The applicant must send the request form and the relevant audit documents to the appropriate Fair Trade supply chain team and the coordinator of the Conformity Assessment Body. The Fair Trade supply chain emails are:

- a) Produce: ProduceSC@fairtradeusa.org



- b) Consumer Packaged Goods: CPGSC@fairtradeusa.org
- c) Coffee: CoffeeSC@fairtradeusa.org;
- d) Seafood: SeafoodSC@fairtradeusa.org

2.3. Fair Trade USA's Certification Team will review the request form and documentation and provide a response within 3 business days of submission.

2.4. If approved, Fair Trade USA will provide the applicant with a TAT Certificate and letter with the conditions of the Temporary Authorization to Trade.

2.5. If denied, Fair Trade USA will provide the applicant with additional information or request the evidence needed to be able to grant the Temporary Authorization to Trade.

3. Terms of the Temporary Authorization to Trade

3.1. The Temporary Authorization to Trade Certificate will last no more than 6 months from the date of issuance.

3.2. Fair Trade USA reserves the right to nullify the Temporary Authorization to Trade when:

- a) The applicant fails to close all non-compliance issues within the timeframes determined by the CAB.
- b) Allegations of misconduct are reported to Fair Trade USA and/or the CAP; or,
- c) Fair Trade USA and/or the CAB identifies additional areas of risk during the CAP review.

