

SUSTAINABLE SUPPLY CHAIN INITIATIVE (SSCI)
SSCI BENCHMARKING REQUIREMENTS
Version 1.0

APPLICATION FORM

For Scheme Owners to Apply for Benchmarking against the SSCI Benchmarking Requirements

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1. Introduction

1.1. Eligibility Criteria for Application

The following eligibility criteria apply:

- The Scheme is not governed or owned by one or more audit firms.
- At least ten certificates or audit reports for single-site audits (for the relevant scope of the application) have been issued.
- The Scheme Owner has been operational for a period of at least 12 months.

1.2. Duration of the Benchmark

The benchmark is expected to be finalised within one year; allowing for the Desktop Review, Office Visit and potential amendments to be made. A transition period has been put in place for Scheme Owners that expect that their Scheme will have to undergo significant changes in order to pass the benchmark. See Annex I for further details on the transition period.

1.3. Communication during the Benchmark Process

Schemes may choose to be displayed as currently undergoing benchmarking on the CGF website (“In Progress”) to show their commitment to meeting industry expectations. See Annex I for further details on the “In-Process” status.

In order to apply for the SSCI Benchmarking Process, please fill out the application form below. Once completed, kindly send this form to ssci@theconsumergoodsforum.com with a subject *SSCI_Scheme Owner Application_Name of Scheme*.

2. Section A: Identification of the applicant and scope of application

REQUIREMENT	ANSWER FROM APPLICANT
1. Name of Scheme in scope for this application	<i>Please use the same name that is used on the certificate/audit report that is issued by audit firms.</i>
a. Please provide a short summary of the Scheme's history and objectives.	<i>Please enter details such as date of operation, markets, the rationale for development, mission, objectives.</i>

2. SCI scope of application	<p><i>SSCI currently benchmarks against one scope; further scopes will be added in the future.</i></p> <p><input type="checkbox"/> AI – Social Compliance: Processing / Manufacturing</p>
3. Name of the legal entity owning and/or operating the Scheme.	<p><i>Please note: SSCI does not accept applications of Schemes that are governed or owned by one or more audit firms.</i></p>
4. Registered address of the Scheme Owner	<p><i>Please provide the legal address of the Scheme Owner.</i></p>
5. Business address (Headquarters) of the Scheme Owner	<p><i>Only applicable when different from the address above.</i></p>

6. Additional local offices	<i>Please provide the address of all additional office locations.</i>
7. Name and position of the authorising officer	<i>The authorising officer is the person that is formally responsible for the agreement made and that signs the benchmarking application.</i>
8. Name and position of the key Benchmarking contact person	<i>The CGF SSCI needs one point of contact for all operational questions regarding the benchmark (Self-Assessment, Desktop Review, Office Visit, etc.)</i>

9. Address/location of key contact person	<i>If different from #5 Business Address.</i>
10. Phone number of key contact person	<i>Phone number of key contact person</i>
11. E-mail address of key contact person	

3. Section B: Verification of Eligibility Criteria

REQUIREMENT	ANSWER FROM APPLICANT
1. Please provide evidence that the legal entity has a legal status in its jurisdiction and is the owner of the Scheme in scope for this application.	<i>This may include incorporation papers/legal constitution/tax papers documentation.</i>
2. Total number of (accredited) audit firms	

<p>3. Please demonstrate that there is an agreement with one or more Accreditation Bodies to accredit audit firms against the current version of ISO/IEC 17021-1 or ISO/IEC 17065 for the scope of the respective scheme.</p> <p>The accreditation body has to operate according to ISO/IEC 17011.</p>	<p><i>Please provide a letter from the Accreditation Body(ies), a reference to the website of the respective Accreditation Body(ies) where the Scheme is mentioned, or send a copy of the contract or agreement with the Accreditation Body(ies). If applicable, briefly describe the transition period to achieve accreditation for audit firms which are not yet accredited. Kindly provide the objective evidence as an annex and make clear which annex relates to this question.</i></p>
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4. Please indicate YES or NO that the at least ten (10) audits/assessments/certificates were conducted by the applicant Scheme and for the relevant scope.	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Total number of certificates/audit reports issued in the last 12 months.	
5. List of countries where audits/assessments/certifications were conducted.	
6. Please confirm that the Scheme does not have any practices in place that are deemed to restrict access to markets.	<input type="checkbox"/> I confirm that the Scheme does not have any practices in place that are deemed to restrict access to markets.

4. Section C: Re-Application

This section is only applicable for Schemes that re-apply for benchmarking.

REQUIREMENT	ANSWER FROM APPLICANT
<p>1. Please provide evidence that the outstanding points have been remediated</p>	

5. Publication of the Benchmark Status on the CGF SSCI Website

Do you authorise the Scheme (*please state the name of your Scheme*)

to be displayed as “In Process” on the CGF Website?

- We confirm that we would like the Scheme to be displayed on the CGF SSCI Website as “In Process” of being benchmarked by SSCI.
- We would NOT like to be displayed as “In Process” on the CGF SSCI Website.

For further details on the “In Process” category, please refer to Annex I.

If the benchmarking process is successfully completed, the Scheme will be displayed as SSCI-recognised for the relevant scope on the SSCI website.

6. Confidentiality Clause

Each Party shall keep confidential (and ensure that its officers, employees, agents, nominated representatives and professional and other advisers keep confidential) any Confidential Information.

- Neither Party shall use for its own business purposes or disclose to any third party any Confidential Information without the consent of the other Party.

The confidentiality obligations do not apply to:

- a. information which is independently developed by the relevant Party or acquired from a third party to the extent that it is acquired with the right to disclose it;
- b. disclosure of information to the extent required to be disclosed by law, any stock exchange regulation or any binding judgment, order or requirement of any court, government regulatory agency or body or other competent authority;
- c. disclosure of information to any tax authority to the extent reasonably required for the purposes of the tax affairs of the party concerned;
- d. disclosure of information by SSCI in its Benchmarking assessment report to the extent required to be disclosed by the SSCI Benchmarking Requirements or to enable it or its authorised representatives to fulfil its obligations under the SSCI Benchmarking Requirements;
- e. disclosure of aggregated and anonymised data by SSCI in relation to the operational activities of owners of social or environmental sustainability schemes that have been benchmarked by SSCI;
- f. disclosure in confidence to a Party’s professional advisers of information reasonably required to be disclosed for a purpose reasonably incidental to this Agreement; or
- g. information which becomes available to the public (otherwise than as a result of a breach by one Party of its obligations).

The confidentiality obligations provided herein shall remain effective for a term of five (5) years after the expiration or termination of the subsequent Scheme Owner Agreement. Each Party shall return all documents and materials containing Confidential Information or, if so required by the other, shall destroy all material containing Confidential Information (including any copies, analysis, memoranda or other notes made by the receiving party) in its possession or under its custody or control within 14 days from the receipt of a written notification sent by the other Party.

7. Disclaimer

By applying to the SSCI, the Scheme Owner acknowledges that it is the responsibility of the Scheme Owner to submit a complete Self-Assessment including all relevant supporting documents. The cost for potential additional time that is spent by the Benchmark Leader due to missing or unclear information will be borne by the Scheme Owner. The Scheme Owner also commits to respecting the deadlines as set out in the work plan that will be agreed upon. If the benchmark cannot be completed in the maximum timeframe to achieve recognition, a new application will have to be submitted. By signing the application form, the Scheme Owner confirms that they have understood the SSCI Benchmark Requirements and agree to follow the Benchmark Process as outlined in the SSCI Benchmark Requirements.

We confirm that the information provided in the application form and in supporting documents is current and accurate.

SIGNED

NAME :

SIGNATURE

for and on behalf of

DATE :

Name of Scheme Owner



8. Annex I – Benchmark Status on the CGF SSCI Website

STATUS ON THE CGF SSCI WEBSITE	
SSCI recognised (per scope)	Schemes that have successfully passed the SSCI benchmark for the respective scope.
In Process	<p>Schemes may choose to be displayed as currently undergoing benchmarking to show their commitment to meeting industry expectations.</p> <p>The following conditions apply:</p> <ul style="list-style-type: none"> • Application form filled in and accepted by the SSCI Manager • Benchmark entry fee paid • Schemes may stay for a maximum of one year in the “in process” category from the date of application (except when transition period applies, see below)
No information	Schemes may choose not to make public that they have applied for benchmarking. If recognition is achieved, the Schemes will be displayed as “recognised”.

8.1. SSCI Transition Period

The benchmark process is expected to be finalised within one year. A prolonged transition period of two years has been put in place for Scheme Owners that expect that their Scheme will have to undergo significant changes in order to pass the benchmark.

- Scheme Owners may take up to a maximum of 2 years to successfully finalise the benchmark process and to implement any potential changes to their Scheme, starting from the date of application

- The transition period is only applicable to Scheme Owners that apply for the first time to be benchmarked against a SSCI scope.
- The SSCI Steering Committee may approve the transition period on a case-by-case basis
- In order to benefit from the transition period, Scheme Owners are required to:
 - submit a timeline with milestones that outline the process to achieve recognition within the 2-year timeframe
 - submit a bi-annual progress report to the SSCI Steering Committee
- If the Scheme Owner does not pass the SSCI benchmark for the respective scope within the defined period of 2 years, it will be removed from the “in Process” category for the respective scope. The Scheme Owner can re-apply to be benchmarked under the scope, yet will have to pass the benchmark within the standard timeframe of one year
- An exceptional extension of the deadline may be granted by the SSCI Steering Committee upon justified request by the Scheme Owner three months ahead of the end of the initial transition period.

SSCI Schedule of Fees

SCHEDULE 1: SSCI BENCHMARKING FEE SCHEDULE

Full Benchmarking and Continued Recognition Applications	Cost €	Time allocation	Due Date
1. Entry fee (Application review) - for all applicants	1000 Euros *	Fixed cost (not refundable)	When submitting the application
2. Desktop review and call to go through findings (review of self-assessment)	1000 Euros per working day * ^①	Typically 3.5 days depending on the complexity and quality of the self-assessment information	Upon completion of desktop review
3. Office visit	1000 Euros per working day* ^① + travel costs ^①	Typically 1 to 2 days + ½ day travel	Upon completion of benchmark report
4. Corrective Action Plan Validation and Reporting	1000 Euros per working day*	Typically 1 day	Upon completion of benchmark report
5. SSCI final administration fee	1000 Euros *	Fixed cost	Upon final decision on recognition
6. SSCI annual administration fee (verification of continued alignment)	1000 Euros *	Fixed cost	

Monitoring of Continued Alignment	Cost €	Time allocation	Due Date
1. Random record review – twice a year	1000 Euros per working day* ^①	Typically 2 days per year	Upon the completion of the Integrity Programme
2. Office visit – once a year	1000 Euros per working day* ^① + travel costs ^①	Typically 1 day + ½ day travel time	
3. Corrective Action Plan Validation and Verification	1000 Euros per working day* ^①	Typically 1 day	
6. SSCI annual administration fee (verification of continued alignment)	1000 Euros *	Fixed cost	

Please note:

^① Fee and travel expenses paid to the Benchmark Leader carrying out the assessment

*Price effective as of 2019 – subject to change in Euro inflation index and at the discretion of SSCI.