



## 4C System Update 2

14 November 2019

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### 1. Clarification: 4C audit report - Which cycle to use in a recertification audit

The last 4C System Update issued on 1st April 2019 announced that 4C Units undergoing a recertification audit under the new audit report, could be audited against the 1<sup>st</sup> cycle requirements. This would allow sufficient time to implement measures to comply with the 2<sup>nd</sup> cycle requirements after three years. Because this resulted in unclarities and doubts among system users on the correct cycle to apply in audits, 4C clarifies the issue as follows:

4C will now automatically set each 4C Unit at 1st or 2nd cycle, depending on whether it has already undergone an audit under the new 4C audit report or not yet. The new 4C audit report was implemented on 09th October 2018. Both Managing Entity (ME) and Certification Body (CB) will from now on be informed, during the application process for an audit, about which cycle should be applied in the audit. In the result page of the 4C audit report, the cycle field should be filled in with the cycle which was applied in the audit. This is valid for any type of audit to be conducted from today onwards.

### 2. Non-conformities identified in previous audits

Non-conformities which have been identified during the previous audit must be considered during the risk assessment and sample construction phase of any audit. The non-conformities of the previous audit can be found in the 4C Portal within the section "Results of previous audit" after the application registration has been validated by 4C.

Auditors are obliged to compare the non-conformities in the 4C Portal with those declared in the Improvement Plan (IP) presented by the Managing Entity (ME) during the application process for an audit. The non-conformities stated in the IP must be the same as the ones listed in the 4C Portal. During the audit, auditors must check improvements/developments to each of the non-conformities identified in the previous audit.



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### **3. Completeness and correctness of BPM data**

Auditors are required to check the completeness and correctness of the data included in the Business Partner Map (BPM) of each sampled Business Partner (BP) plus the Managing Entity (ME) during the on-site audit (including the geographic coordinates). If incorrect information is found, the auditor together with the ME must correct it during the audit and must recheck with the ME if the data of the rest of the BPs in the BPM is inserted correctly.

Geographic coordinates and national IDs must be filled in for 100% of the BP Service Providers. In case the BPM is missing geographic coordinates or national IDs for BP Producers, check-point ME2 in the audit report must be marked as non-compliant. A comment must be included stating the percentage of BP Producers with existing geographic coordinates or national IDs at the moment of the audit. This checkpoint and its respective comments will then be transported to the audit result page of the audit report, and consequently to the IP.

### **4. Use of old versions of the 4C logo**

Any old version of the 4C logo, such as of the extinct 4C Association or of CAS/Coffee Assurance Services, should not be used anymore by any of the system users or stakeholders of the 4C certification system, after 31<sup>st</sup> December 2019. Until this date, all materials, printed or digital, which contain the 4C logo, must be adjusted to the current valid logo. If the use of the 4C logo has a link to the 4C website, please confirm that it is in fact directing the click to the correct 4C website and not any other. If you need the current valid 4C logo, please get in touch with 4C at [info@4C-services.org](mailto:info@4C-services.org).

For the use of the 4C logo, the rules described in the document 4C Communication Guidelines must be followed.

