



4C System Update 7

05 August 2020

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1. Important notification on exceptions due to Corona virus

The information and respective requirements provided in the 4C System Updates [4](#) and [5](#) with regard to allowing recertification, surveillance (formerly known as follow-ups) and addendum audits to be conducted on a desk basis in exceptional cases due to the outbreak of the Corona virus remains for regions where the situation does not allow for an on-site audit. Respective justifying documents must be sent to 4C as supporting evidence. Please keep in mind that the respective on-site audits must be conducted once the situation allows for it, as explained in the 4C System Updates 4 and 5, which can be found [here](#).

We would also like to clarify that the same applies for the collection of geo-coordinates of all BP Producers and some of the improvement measures, such as trainings, stated in the Improvement Plan, which cannot be fulfilled or met due to demonstrated security risk. The applicability of the exception needs to be verified by the CB for each individual case.

2. Mandatory contact update via the 4C portal

The update of contact details is now possible directly via the 4C portal. Each company has to ensure that the contact information saved within the 4C portal is always up to date.

Any communication, may it be binding or not, is communicated to at least the 4C responsible person within each company, who then is responsible to inform all relevant staff about respective communications.

Once logged in within the 4C portal, the contact information can be updated by persons indicated to us as “4C responsible” in the past [here](#).



mail: info@4C-services.org
tel: +49 221 508020 50
www.4C-services.org

4C Services GmbH
Hohenzollernring 72
50672 Köln, Germany



3. Clarification: Forming new 4C Units with old Business Partners (BPs)

During the 4C online-seminars on the changes of the 4C requirements, questions came up with regard to forming new 4C Units with old Business Partners, wherefore we would like to clarify the following:

It is not allowed to form a new 4C Unit including old BP Producers in order to avoid the verification of compliance with the 4C requirements in a certain compliance level. E.g. this includes “new” 4C Units that are set up and certified to avoid being audited against requirements of a renewal audit or to avoid suspension of BPs of a certain 4C Unit.

In case BP Producers drop out of a 4C Unit, they can come back, being again included into the 4C Unit of which they have dropped out in the past. The compliance level of the respective 4C Unit needs to be adhered to. Within one 4C Unit, different compliance levels are not allowed. In case those “old” BP Producers would like to come back and form a new 4C Unit under the same Managing Entity, the compliance level from the time they dropped out of the previous 4C Unit needs to be continued. It cannot be started again at compliance level 1. If a 4C Unit is “closed” BP Producers can join any other 4C Unit and follow the corresponding compliance level which is applicable for the 4C Unit when the migration took place.

4. Translation of 4C System documents

4C is currently working on the translations of the 4C Code of Conduct, 4C System Regulations and 4C audit checklist into Spanish, Portuguese and Vietnamese. Once the translations are finalized, the documents will be available on the 4C website [here](#). Please keep in mind that for documents translated into languages other than English, the English version remains the definitive version and 4C accepts no responsibility for any discrepancies between translated versions. Furthermore, 4C accepts the audit report only if it is filled out in English, Spanish or Portuguese. In case of complaints, appeals or any other formal dispute, CBs must provide the complete report translated into English.

5. Clarification: Transition rules for the new 4C System requirements

The transition rules with regard to the new 4C System requirements can be found in [System Update 6](#).

Clarification on transition rule no. 3 of the System Update 6:

Non-conformities with major check-points are accepted for a period of twelve months, until the 30th of June 2021, but must be included in the Improvement Plan (IP) and checked during the Annual Updates. This does not apply to any non-conformities with major check-points that refer to the previous Unacceptable Practices (UAPs).



mail: info@4C-services.org
tel: +49 221 508020 50
www.4C-services.org

4C Services GmbH
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50672 Köln, Germany



This transition rule does not apply for new/initial 4C certifications and not to Managing Entities of 4C Units, but only to its Business Partners (BPs).

6. 4C Online-Trainings 2020

- [Portuguese: 19 – 21 August 2020](#)
- [Spanish: 15 – 17 September 2020](#)
- [English: 05 – 07 October 2020](#)

The 4C Online-Trainings offer a crucial update on the latest revision of the 4C Code of Conduct and guide their participants through the certification process, ensuring deeper understanding and implementation of the new audit requirements and procedures. They also cover an increasingly important Chain of Custody (CoC) certification, and much more:

- **Module I:** 4C Code of Conduct and its Story: Robustness and Continuous Improvement
- **Module II:** 4C Certification Process for Coffee Production: From Risk Assessment and Audit to Issuance of Certificate
- **Module III:** 4C Supply Chain Traceability and Certification Process for Chain of Custody

We welcome you to participate! Get familiar with the 4C certification system, learn how to implement sustainability requirements, boost your proficiency in assessing deforestation and biodiversity risks, and discover CoC certification to ensure responsible sourcing. **Please note that participation is mandatory for new auditors, evaluators and certifiers.**

To learn more about the trainings, get familiar with the agenda, and register, please click [here](#).



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