TRUSTEA
STANDARD FOR SUSTAINABLE TEA

Version-3.1.0

trustea

ENVIRONMENT • SAFETY • LIVELIHOODS

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Link for Standard related Feedback and Suggestions:
https://www.trusteacms.in/feedback

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Introduction

The trustea Code Version-3 is designed to evaluate the social, economic, agronomic and environmental performance of the Indian tea estates, small holders and Bought Leaf Factories (BLFs). It is envisioned that compliance with the code will not only improve competitiveness amongst the tea farms but will also enable them to achieve compliance with national regulations and international sustainability standards in a step-wise approach.

The applicable control points under each chapter are required to be adhered to, within a three-year period. In the first year, the entity going for verification needs to undertake external verification audits by auditors approved by the code secretariat as per the verification protocol, followed by another similar audit in year 2. The verified unit must conduct an internal audit every year and send the audit report to the trustea Code Management System.

The code is designed towards a progressive achievement of complete compliance by year 3.

The “Zero Tolerance” (highlighted in red under respective chapters)
“Mandatory” (highlighted in blue under respective chapters)
and “Other Criteria” (not highlighted in respective chapters) have been divided into 1 general requirement and 3 buckets covering all chapters of the code

Our vision

With the introduction of Standard Ver 3.0 in 2023, *trustea* has developed a robust, progressive approach towards certification that echoes the contemporary challenges faced by the Indian Tea Industry.

Our long-term vision is based on ensuring a resilient Indian Tea Industry which mirrors our commitment towards upholding trustea's core founding principles: Environment, Safety & Livelihoods.

Standard Development

"*trustea* sustainability code for tea" has been confirmed to be ISEAL Code Compliant. Our system has been independently evaluated against ISEAL’s Codes of Good Practice - a globally - recognized framework for effective, credible sustainability systems. This reinforces our commitment to bring a globally benchmarked sustainability pathway to the tea industry in India.

iseal™ CODE COMPLIANT

Estate	Bought Leaf Factory	Small Tea Growers

General Management System

The management system provides the template of management oversight and accountability for the program. It has been formulated to create a framework of elements to be used as a tool to establish policies and objectives and set up processes to achieve the objectives. Setting up of the review mechanisms will ensure identification of gaps resulting in setting off necessary course correction. The intent is to ensure steady improvement in performance over time, delivering continual improvement.
The verified farm and factories shall have an easy-to-maintain and practical management system in place for complying with the trustea code and applicable legislative requirements. This will help the producer and the factory to plan, implement and monitor the compliance with the Code. An efficient management system helps in reducing the cost of compliance significantly. It also enables the external verifier to assess that the producer is complying with the requirements of the code.

G 1.1	The verified facility shall have a trustea program policy and an objective statement with the documented KPIs which outlines the top management's commitment to comply with the trustea code and enables continuous improvement. While creating the policies on workers' rights to freedom of association the Trade Union representatives shall be engaged. Display of all policies in the local language or the language workers understand is mandatory at the unit's entrance.	
G 1.2	The entity shall have a program risk management plan including risk assessment and mitigation to program implementation addressing the three pillars of trustea program. The plan must include the potential risks related to workers' rights to freedom of association and others.	
G 1.3	Top management shall be accountable for compliance with the program requirements including risk management and timely closure of all non-compliances raised in any internal, external and system assurance audit.	
G 1.4	Top management shall be accountable for providing necessary resources and personnel with defined job descriptions and facilitating adequate training to ensure compliance with the program requirements.	
G 1.5	The top management shall be responsible for the review and appropriate actions of the trustea code requirements at a minimum of once every year.	
G 1.6	The top management shall review the internal audit report periodically (minimum once every year) as a part of continual improvement. In case of any non-conformity raised, on that occasion Root Cause Analysis (RCA) has to be a part of the NC closure.	

Estate	Bought Leaf Factory	Small Tea Growers

General Management System

G 1.7	The verified facility shall have a policy outlining its principles on business ethics, applicable legal requirements and vendors' ethics as well especially for disclosing gifts and hospitality. The policy should also address actual, perceived or potential conflict with internal controls in place to monitor and identify potential breaches or fraud and periodic compliance checks.	
G 1.8	The verified facility shall have an overview map covering all the essential elements of the total farming area. All the features, natural or otherwise, outside the periphery of the garden adjoining the boundary shall be indicated on the map.This map must have information about planted areas/farm divisions/production zones, processing facilities, human habitation areas, schools, medical facilities/first aid sites, natural ecosystems, including water bodies and forests and other existing natural vegetation Govt. notified forest land, buffer zones, agro forestry systems and protected areas. The tea fields must be identified with a name number or colour on the map.	
G 1.9	The map for the Farms should indicate the respective geolocation. (Polygon is desirable)	
G 1.10	The verified facility shall be lawfully doing business as per the statutory requirements.	
G 1.11	Documents, either electronic or physical shall be retained as per the document retention policy. Security of the electronic data should be ensured as per trustea data security policy. The policy must say that the information is protected and that all collected data/documents are processed, stored, transferred, and disposed of responsibly and safely. All the records and documents required by the standard should be up-to-date and accessible to the internal and external verifiers and retained for a minimum period of four years. Legal documents shall be retained as per the relevant requirement.	
G 1.12	The verified facility shall have one or more trustea officers and Internal Audit coordinators with accountability for trustea program compliance. If the resource is not dedicated for this purpose, then the allotment of responsibility for the trustea program should be commensurate with other job responsibilities assigned by the organization.	
G 1.13	It is mandatory for trustea officers and internal auditors to have trustea approved code qualifications.	

Estate	Bought Leaf Factory	Small Tea Growers

General Management System

G 1.14	A grievance redressal mechanism with records of response shall be maintained for all the complaints against the violation of the code requirements by the internal and external stakeholders who are negatively affected by any specific activity covered under the scope of the trustea code. This mechanism must be designed in a simplified way so that it is easily accessible to stakeholders with different modes of communication including oral communication and also negative anonymous feedback should be considered for relevance check. The mechanism must ensure that the confidentiality of the individual/ individuals/ organizations is protected. The corrective action of the grievance is to be recorded.	
G 1.15	The top management of the verified facility shall be responsible to respond to any communication from the trustea program or any other stakeholder on any adverse public or regulatory event, report or complaint which may be perceived to have an overall negative impact on the credibility of the program.	

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Data Required -

1. Internal Audit report
2. Management Review
3. Proof of undisputed claim to the land.

   In case of sole proprietorship trade license of owner is required

   For partnership firms PAN/TAN card of the partnership firm is required.

   For registered companies, MCA Registration is required.
4. In the case of smallholders, statutory/ local self-government authority's recognition and the absence of any claims is sufficient. Availability of farm diaries/ digital farm diaries.
5. The detailed map with the essential details
6. PCB CTO, Factory License, Fire License, Tea Board, Registration for factory and estate, FSSAI license
7. Organogram
8. JD of trustea officer/officers
9. Grievance registers and action plan
10. Training records with details of the training contents.
11. Risk Management plan of trustea program covering the three pillars of trustea including Climate Risk Management

Estate	Bought Leaf Factory	Small Tea Growers

Environment

Reference :

Applicable Relevant Indian Laws are a part of the code requirements for the respective sections and are to be read in conjunction with the latest amendments and relevant State Rules if any.

1. Forest Conservation Act 1980
2. Indian Forest Act 1927
3. Fisheries Act, 1897
4. Wildlife Protection Act, 1972
5. Environment Protection Act 1986 including

   The Hazardous Wastes (Management, Handling, and Transboundary Movement) Rules, 2008
6. The Water (Prevention and Control of Pollution) Act, 1974
7. The Air (Prevention and Control of Pollution) Act, 1981
8. Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (FRA)
9. Plant Protection Code & FSSAI Guideline (Latest Version)

E1. Soil Health Management

This section focusses on implementation of methodologies and farming practices to reverse the degradation of soil health in order to create a fertile, livingand balanced soil. Regenerative agricultural offers the pathway towards continuously restoration rather than degradation of the soil, improving the sustainability and resilience of ecosystems and bringing environmental and economic benefits to the farms, community and businesses. Sustainable soil health managementinvolves working with nature to support vital ecological processes and services like nutrient cycling, nitrogen fixation, natural regulation of pests, soil and water conservation, biodiversity conservation and carbon sequestration.

E 1.1	Availability of a verifiable soil health management plan with continuous improvement that shall incorporate soil conservation and soil fertility practices to promote the rehabilitation and enhancement of the farm ecosystem. Sustainable farming practices that nourish soil health such as compost application, planting cover crops, intercropping, mulching, natural methods of soil protection and replenishment, reduction of tillage and other applicable practices of regenerative agriculture are to be made part of the soil management process. Climate management	
E 1.2	The verified facility should have defined and documented actions to optimize and reduce the application of synthetic and chemical fertilizers.	
E 1.3	Testing of soil shall be carried out by a competent agency to ensure optimum fertilization in line with the test results of soil conditions that include other elements like micronutrients.The recommendations are to be relevant to the specific region and formulated by competent institutions/experts.	
E 1.4	The identification process of new tea production are as shall be based on a documented and technical review of climatic, soil, and topographic conditions subject to the approval of the concerned authority and in compliance with the non-deforestation mandate as per clause no E 4.2.	
E 1.5	The producer shall use relevant measures to prevent soil erosion and run off around the erosion-prone areas including river banks, natural water bodies and irrigation ditches.	

Estate	Bought Leaf Factory	Small Tea Growers

E1. Soil Health Management

E 1.6	Pruned tea litters shall be utilized for mulching to improve soil health and fertility.	

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Optional Project

- Regenerative agriculture
- Carbon sequestration project verified by the third party
- Climate-smart agriculture

Data and documentation required for Soil –

Document for review:
Soil health management plan

A. Records should be maintained of all the fertilizers:

Date of Purchase	Name/Brand	Quantity	Storage	Type of Fertilizer
				organic/inorganic/inhouse

B. Application Records:

Date of Application	Name/Brand	Dosage

The facility must have a record of usage of both organic and synthetic fertilizer used per Kgs of Tea produced to determine the trend and practices.

1. Synthetic and chemical fertilizer usage/per kg of tea
2. Organic fertilizer usage/per kg of tea
3. Total fertilizer usage/per kg of tea

Estate	Bought Leaf Factory	Small Tea Growers

E1. Soil Health Management

Data and documentation required for Soil –

C. Soil Test Report including soil organic matter, total soil microbial mass, soil microbial mass diversity, number of earthworms. (Before certification and recertification)

D. Inclusion of soil organic matter, total soil microbial mass, soil microbial mass diversity, number of earthworms. (Before certification and recertification) – Mandatory for Estates and optional for STGs

E. Risk Assessment Plan considering disease transmission, weed seed content, method of composting, heavy metal content etc.

F. Soil Test protocol for STG will be done on a cluster basis. Considering that the holding area of a STG may be as low as <1.0 ha so the sampling protocol for their farms has to be formulated accordingly. One cluster would encompass a maximum 50 ha tea growing area in one location. No. of STGs within the 50 ha area considered for a cluster; may vary depending upon their farm size. One soil sample (Top/sub or Composite) shall be considered every 5 ha for soil sampling and one cluster shall be sampled minimum once in three years

E2. Water conservation

Water Management is the process of planning, developing, and managing water resources, in terms of both water quantity and quality, across all water uses. Agriculture is the largest user of freshwater resources in the world, consuming more than half of the world's usable water. In tea, we too bear the responsibility for preserving water for future generations. This means that verified units complying with the trustea code ensure that they are using water efficiently, with minimal loss and optimal use. Verified units ensure that farming activities, factory processing, and household water use are in accordance with the central and state laws that do not negatively affect natural water bodies and sub-soil water tables by overtaxing the supply (excessive water use) or polluting the water in any way

E 2.1	The farms and factories should formulate and implement a plan to conserve water in their operations. Irrigation techniques should be evaluated for optimal usage of water and energy. Training and awareness campaigns and collaboration with the community on water conservation should be a part of the water management plan. Climate management	
E 2.2	The verified facility shall comply with national and local legal obligations with respect to withdrawing water from natural sources and have necessary permits.	
E 2.3	The entity shall optimize, track and measure water usage in the various operational areas. Plan and results on optimization of water usage shall be documented. Climate management	
E 2.4	The entity shall make efforts to conserve and reduce the wastage of water used for domestic areas by carrying out training and awareness programs for the residents of the tea estate. The water distribution system should also be monitored for leakages and wastage Climate management	
E 2.5	The verified facility shall evaluate and adopt an efficient water irrigation delivery system in order to minimize wastage Climate management	

Estate	Bought Leaf Factory	Small Tea Growers

E2. Water conservation

E 2.6	In case underground water is in use as a water source, the entity shall track the water level of the source before and after the rainy season every year. In case there is a trend of reduction of the level of the underground water source, the adoption of replenishment techniques like rainwater harvesting and appropriate planting of shade trees are to be implemented. Climate management	

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Optional Project

- Rain Water Harvesting
- Documented plan and reduction of underground water usage
- Tracking water usage through the water balance process
- Involve the community and have educational workshops, involving people (the users of up-stream and down-stream) and spreading awareness on the optimum water usage

Documents for review:

- Training and awareness program records

Parameters of tracking:

- Area-wise water consumption record
- Water consumption per unit of production in the factory
- Water consumption for irrigation per unit area
- Water level record of borewell

Estate	Bought Leaf Factory	Small Tea Growers

E3. Agrochemical

Agro chemicals are used to protect plants, improve yields and keep them healthy It is crucial to adopt integrated approach that focuses on optimum usage of agrochemicals and continuously looks ways to move towards natural inputs and methodologies based on indigenous cultural knowledge of agricultural practices. Whenever agrochemicals are used in the tea farms, it is pertinent to ensure safe usage of only the legally mandated agrochemicals and correct disposal of the generated waste, in order to keep the workforce and environment safe.

E 3.1	The verified facility shall implement an integrated pest management (IPM) plan to reduce dependence on synthetic agrochemicals and fertilizers and increase the application of organic inputs. The plan should focus on the adoption of alternate control measures like biological controls and/or practic-es based on indigenous technical knowledge (ITK) and/or oil spray and/or any other standard recommended application in use. The entity must plan and implement documented actions on this. Climate management	
E 3.2	The verified facility shall use PPFs approved by the appropriate regulatory and government authority.	
E 3.3	The verified facility should regularly maintain and calibrate agrochemical application equipment and keep records of such equipment maintenance and calibration.	
E 3.4	Storage(with access control), mixing and handling of agrochemicals shall be done in a designated area with adequate protection for people and the environment. Safety and emergency information is to be displayed prominently in a way that is easily understood by the visitor and operating personnel. (Storage includes PPE and related equipment)	

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Optional Project

- Define long-term KPIs of IPM (Documented in the plan) and track and monitor with actual field data to demonstrate successful implementation.

Estate	Bought Leaf Factory	Small Tea Growers

E3. Agrochemical

Data and documentation required for Agrochemical-

The plan must include:

A. The integrated pest and weed management by initiating the least possible use of agrochemicals.

Date of Purchase	Name/Brand	Quantity	Storage	Type of Fertilizer
				organic/inorganic/inhouse

B. Documented records justifying the use of PPF (i.e. recommendation from a competent authority or qualified personnel)

C. Records of purchase from licensed dealers,

D. Application Records:

Date of Purchase	Name/Brand	Dosage	Application Mode	Pest Type	Application for (Soil nutrient/ foliar nutrient)

E. Also, the below available information.

1. Agrochemical usage and cost/kg of tea
2. Organic formulation usage and cost/kg of tea
3. Year-wise ratio - Chemical: Organic
4. Overall cost per Kg (i+ii)

F. Inventory of ITK practices

Documents for review:
Integrated Pest Management Plan
Parameters for tracking:

- Quantity of synthetic chemicals used per unit of production
- Quantity of organic chemicals used per unit of production

G. Training Records for IPM to the workers and management staff

E4. Biodiversity –

Biodiversity is the existence of many different species of animals and plants which together make a good and healthy environment. It comprises a variety of animals, plants, fungi and even microorganisms like bacteria that make up our natural world. India as a country is incredibly rich in biodiversity. Historically the tea gardens are in the middle of these biodiversity hotspots, sharing their land with what was originally the primary forest and habitat of India's most prominent wildlife. In order to ensure that tea production is in harmony with the environment, a biodiversity action plan needs to be formulatedthat recognises all the interconnected elements of the surrounding ecosystem and envisages the path way to protect, preserve and enhance biodiversity.

E 4.1	A biodiversity action plan (Not applicable for stand-alone BLF) for natural ecosystem conservation shall be available with the verified unit outlining procedures for responsible management of the impact of tea farming and processing. Natural vegetation, water bodies and natural habitats of animals, birds, and beneficial insects within the periphery of the verified entity are to be identified and nurtured to enhance biodiversity. Measures like afforestation and plantation of shrubs and other woody vegetation including natural vegetative barriers with native species are to be part of the plan and actions. Climate management	
E 4.2	There shall be no degradation of the natural ecosystem and deforestation of forest land or any other form of encroachment in the forest land as per relevant legal requirements. At a minimum, the entity should be able to demonstrate compliance with non-deforestation from 2014 onwards. Climate management	
E 4.3	Identification and management of existing natural and native ecosystems in and around the tea garden and ensuring that they are left in their existing natural form. No conversion of an existing natural ecosystem in any form or use should be carried out.	
E 4.4	The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations without interrupting the existing natural ecosystem.	

Estate	Bought Leaf Factory	Small Tea Growers

E4. Biodiversity –

E 4.5	Wildlife within and around the facility shall be documented and analyzed in case any prominent change occurs. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection. All relevant laws for wildlife protection are to be complied with.	
E 4.6	Verified units shall promote native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads), and natural ecosystems to reduce the possibility of any cross-contamination of fertilizer or PPFs into those areas	
E 4.7	The plant protection formulations and chemical fertilizers preparation, mixing, usage and application shall not be carried out within the buffer zone of 5 meters distance from water bodies, wildlife habitats, areas having human habitation and movement and areas used for other agriculture activities. If there are no options for maintaining such distance due to a unique topography, the producer shall use a suitable organic formulation to ensure that there is no chance of contamination beyond the application area.	

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Optional Project

- Regenerative agriculture
- Afforestation
  (excluding shade trees and without adverse impact on the natural ecosystem)
- Evaluation of the environmental impact of the operation and mitigation plan.
- Making wildlife corridor
- The impact of biodiversity on people or communities

Estate	Bought Leaf Factory	Small Tea Growers

E4. Biodiversity –

Data and documentation required for Biodiversity –

A. Area categorization

Total Registered Area (In HA)	Tea Area (In HA)	No. of STGs	STG Area	Any New Area Addition

B. Afforestation Record

C. Inventory of all natural waterbodies and habitats

Year	No. of Tree Planted	Area Covered (In HA)	Type of Trees

D. Wildlife Register with Action points on Negative Impact

E. Training Record on Spraying and the necessary topic covered

F. Farm map with identification of all natural waterbodies and habitats

Parameters of tracking:

G. Area covered under afforestation

H. Biodiversity Action Plan covering assessment and enhancement of biodiversity including the key elements like managing man-animal conflict, afforestation, managing favourable conditions for flora and fauna, etc.

I. Training and communications on the biodiversity action plan to the relevant stakeholders.

E5. Waste management –

Tea producing operations, like any other, result in generation of. While the focus should be on prevention of waste being generated, judicious management ensures that there is no negative impact on human health as well the environment and the surrounding community.The verified facility is to have a good understanding of the wastes emanating from tea production and processing whilst simultaneously minimising pollution through recycling and/or safe and responsible disposal systems. Effective waste management activities comprise activities that measure the amount of waste produced, reduce the amount of waste produced, reuse products where possible and recycle and properly dispose of all the remaining waste. In all these activities the applicable legal requirements are to be identified and complied with at each step of the identified handling, storage, and disposal process.

E 5.1	Sustainable management of waste which minimizes impact on the environment and community is to be integrated into the operations. The waste management plan shall include identification, opportunities for prevention, categorization, segregation, reduction, recycling and environment-friendly disposal by ensuring waste hand over to government authorized waste management operators based on the type of wastes handling approval. Practices like the reuse of non-hazardous waste, vermicomposting and biochar application are to be implemented based on feasibility. The process to sensitize all the relevant stakeholders is to be an integral part of the plan. Climate management	
E 5.2	No burning shall be practiced as a method of waste disposal. A policy shall be in place for the management of plastic production or purchase, use, and end-of-life treatment that is updated periodically. Plastic items, PVC and other non-biodegradable and toxic wastes shall never be burnt and shall be disposed of as per government regulations	
E 5.3	All hazardous wastes shall be stored in a secured and weatherproof store ensuring access control for unauthorized personnel and external negative impact on the environment.	
E 5.4	The landfills and dumps within the verified facility shall be as per the approval of the applicable statutory authority and have a design that minimizes risks of environmental contamination and damage to human health.	

Estate	Bought Leaf Factory	Small Tea Growers

E5. Waste management –

E 5.5	Appropriate regulatory and government authority requirements shall be followed for the discharge of any wastewater from the tea factory and tea gardens. The testing frequency shall be a minimum of once a year or less, if recommended by the approving authority.	
E 5.6	Human sewage-contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations.	
E 5.7	The garden or factory should not deposit into the natural water bodies, surface soil, or pit any form of organic or inorganic solids, such as domestic or industrial waste, rejected products,construction debris or rubble, soil, and stones from excavations, rubbish from cleaning land or other materials.	
E 5.8	Incineration of any type of waste can only be done if the entity has a legally approved permit or license that specifically mentions this activity. In such a case all the requirements must follow the methods approved by the statutory authority.In all other cases, burning/ incineration is completely prohibited.	

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Optional Project

- Baseline of carbon emission and reduction
- Wastewater recycling and reuse
- Biochar making and usage

Estate	Bought Leaf Factory	Small Tea Growers

E5. Waste management –

Data and documentation required for Waste Management –

A. Waste Management Plan. The plan should cover the entire facility including plantation, manufacturing, offices and residential areas.
Inclusions –

1. Separation
2. Reduction
3. Recycle
4. Quantity and types of waste generated yearly
5. Safe and legal Disposal

B. Awareness Training and Workshop on

1. Waste classification (like solid, liquid, hazardous, non-hazardous, organic and inorganic waste, etc)
2. Safe storing, handling & disposal.
3. Record of the attendance of workers and smallholders

C. Waste water test report from any accredited and recognized authority

D. Records of safe Disposal of waste following Waste Management Rule 2016

E. Waste wise generation quantity and disposal records for hazardous and biomedical wastes.

E6. Energy Management

Energy management during the tea producing operations is the proactive and systematic monitoring, control, and optimization of an organization's energy consumption to conserve use and decrease energy costs. Energy management includes minor actions such as monitoring monthly energy bills and upgrading energy-saving appliances and equipment. Energy needs to be conserved to cut costs and to preserve the resources for longer use, especially fossil fuels, in order to minimize the generation of greenhouse gases. Based on technical and financial feasibility efforts shall be made to explore the use of renewable energy. In a way, the Energy Management approach compliments the intent of environmental management.

E 6.1	The verified facility shall make continuous efforts to optimize the usage of energy in its operations through a documented energy management plan including monitoring of the effectiveness. - Climate management	
E 6.2	The facility must carry out an energy audit of all processing areas in the garden and factory by a competent agency or individual in a minimum frequency of three years. In-process transportation and storage areas within the facility should be included in the scope of the audit. Documented plans to be prepared to address the actions arising out of the energy audit carried out in the facility	
E 6.3	The verified facility shall be aware of and demonstrate compliance with national legal obligations with respect to energy use, energy use-related emissions, fuel use, electrical power and fuel-burning installations.	
E 6.4	Any long-term negative trend observed in usage efficiency over a seasonal cycle of production should be analyzed and documented actions are taken to improve the same. Climate management	
E 6.5	The facility should study the feasibility of purchasing or captive renewable energy as a part of the energy management plan. Climate management	

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Estate	Bought Leaf Factory	Small Tea Growers

E6. Energy Management

Optional Project

- Renewable energy generation and usage
- A facility-wide energy audit by an external expert and implementation of action plans derived from the audit outcome
- Project on reduction of carbon emission or carbon offsetting
- Certification to ISO standard ISO 50001 on Energy Management System (EnMS)
- Identification of the carbon footprint

Data and documentation required for Energy Management –

Documents:

Data to be captured and the following parameters need to be tracked, recorded and monitored daily and collated on a monthly and yearly basis

1. Total units of electricity purchased
2. Total units of electricity generated by own generator
3. Total units of electricity generated/ purchased from renewable sources
4. Total electricity consumed=purchased + generated
5. Ratio of Kgs of finished products produced per total units of electricity
6. Units of electricity generated per litre of fuel in own generator
7. Quantity of fuel used for heating
8. Ratio of kgs of finished products produced per unit quantity of fuel.

Estate	Bought Leaf Factory	Small Tea Growers

Safety

Reference:

Applicable Relevant Indian Laws are a part of the code requirements for the respective sections and are to be read in conjunction with the latest amendments and relevant State Rules if any.

1. FSSAI
2. Factories Act and State-Specific Factories Rule
3. PPC Guideline
4. DG Set Rule
5. PESO Rules for hazardous item handling and storage
6. Gas Cylinder Rules
7. Electricity rule
8. Fire safety rules

S1. Traceability for Product Safety

Traceability is the ability to trace the history, application, or location of the product. The focus is on maintaining a process that enable availability of verifiable information that relates to the origin of materials, processing history as well as dispatch of the product manufacturing. The verified farm and facility shall develop a clear and visually identifiable system for avoiding the mixing of verified products with non-verified products in its facilities, including harvesting, handling, processing, and packaging of products, as well as transportation to the factory. The verified farm and facility shall have documented records to demonstrate traceability at every stage of processing, from the farm to the factory dispatch gate. In addition to the traditional paper trail methodology, the tea producers are encouraged to adopt digital traceability tools to ensure ease of compliance.

S 1.1	Records of the volume of verified and non-verified green tea leaf harvests are made available and regularly maintained.	
S 1.2	Records of the volume of verified and non-verified green leaves sold/bought are available and regularly maintained. (The daily record has to be maintained for each individual STG in case of both fully verified or partiallyverified leaf supplied to the factory)	
S 1.3	A clear process of physical segregation of all non-verified tea from Verified tea during manufacturing and storage and invoicing shall be implemented. For any unit that is fully verified, daily leaf supply records of individual farmers shall be maintained to substantiate that all the supplies are from verified growers. The maximum quantity of leaf supplied in a year shall be within the approved quantity in the certificate. (+10% tolerance may be applied to account for seasonal and weather effects)	
S 1.4	There shall be at least one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility. The organization shall be responsible for traceability and the manufacturing unit should be able to demonstrate the traceability of the green leaf source for the verified tea manufactured by the facility through its actual practices and record keeping. *Note – Compliance on trustea mark and logo must be inline with the Claims Management Policy documents available on trustea website	

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Estate	Bought Leaf Factory	Small Tea Growers

S1. Traceability for Product Safety

Data and documentation required for Product Traceability

1. List of verified STGs (as per trustea requirements)
2. Records for paper trail traceability
3. Tracetea application data
4. STG-wise daily leaf procurement register
5. STG payment record
6. Separate Verified and non verified leaf receipt register
7. Traceability in process mapping from leaf procurement to invoice

Estate	Bought Leaf Factory	Small Tea Growers

S2. Food Safety

Food safety management is a systematic approach to controlling food safety hazards within the tea manufacturing process in order to ensure that the food is safe to consume. It involves handling, storing, and preparing food to prevent infection and help to make sure that the tea that is produced is healthy and safe to be consumed. The food safety issue is increasingly gaining momentum and is protected by various laws. Following Good Manufacturing Practices (GMP), coupled with the compliance to regulatory requirements. Ensures availability of a safe product for the consumer. It further helps the factory with greater control over the quality and safety of tea and reduced rejections from national and international buyers.

S 2.1	The entity must adhere to a Standard Operating Procedure (SOP) for maintaining food safety including sanitary and hygiene and legal requirements including legal requirements to be followed by all personnel, machinery and processes each stage of manufacturing, storage area, external premises in the manufacturing process from raw material input up to packaged finished product. This should include all necessary guidance for visitors. The SOP should be linked to a food safety risk assessment.	
S 2.2	Compliance with the SOP is to be ensured by adequate effective training and shop floor practices for each area and record keeping to demonstrate the same	
S 2.3	Health and hygiene requirements including adequate dress and footwear are to be ensured for all individuals who enter the food processing area including all employees and visitors.	
S 2.4	No individual with an infection should be allowed to enter the processing facilities. An adequate and verifiable screening mechanism should be available at the entry point of the unit.	
S 2.5	Visual display mentioning do's and don'ts shall be put up at a prominent location at the entry and in the processing areas in a language/ languages understood by all personnel including visitors.	
S 2.6	There must be a facility for proper washing of hands and feet at the entry.	
S 2.7	Segregated changing facilities for males and females shall be provided before entering the processing area.	

Estate	Bought Leaf Factory	Small Tea Growers

S2. Food Safety

S 2.8	An adequate number of toilets of appropriate hygienic design with separate enclosures for males and females and a modesty partition for the female toilet facilities, shall be provided. The facility should not open directly into food processing, handling or storage area.	
S 2.9	The entity shall provide continuous supply of water for the lavatories/ urinals including wash basins with soap/ liquid handwash and a foot wash hygiene station with availability of adequate facility for hand drying near the exit area of the lavatory/ urinals.	
S 2.10	Sufficient lighting and access pathway are to be provided so that the lavatories/ toilets are accessible during all working hours in all weather conditions.	
S 2.11	Designated cleaning personnel shall be deployed to maintain all the facilities including toilets.	
S 2.12	The factory shall keep processing and storage facilities (walls, floor, windows, etc.) clean, well-maintained, and waste-free to avoid contamination. The facility should have good air circulation with extraction fans in dust-prone areas and sufficient light in sorting areas.	
S 2.13	A risk management plan shall be developed and deployed for the identification and prevention of contamination of the food in the manufacturing process from input to final output.	
S 2.14	Cleaning, sanitation and maintenance are to be followed to ensure the food processing equipment, factory areas, and outlying area including the shopfloor drainage system are maintained in clean and hygienic condition. A plan to carry out adequate microbial tests of the equipment and surfaces to establish the efficacy of the cleaning and sanitation process is to be implemented.	
S 2.15	Any lubricant or cleaning material that is applied on equipment and surfaces in direct contact with the material under process must be food grade as certified by the manufacturer. If water is used for cleaning, periodic tests must be carried out to ensure the water used for cleaning is free from microbial contamination.	
S 2.16	A designated place must be available to keep disinfectant and other cleaning materials, separated from the processing area to prevent contamination.	

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S2. Food Safety

S 2.17	The factory has to take adequate and verifiable measures to ensure there is no entry and infestation of rodents, pests and insects in all processing and storage areas.	
S 2.18	The factory is able to provide evidence of residue testing done twice a year in compliance with requirements stipulated by the Plant Protection Code (PPC) and FSSAI for Tea. Residue testing is to be done twice in a year with a gap of 6 months (+/- one month) during the production period. (In case of a break-in in the production process the test needs to be conducted within 2 months from the date of commencement). The verified facility will promptly notify the buyers if the sold tea appears to reach/exceed the maximum residue limits.	

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Optional Project

- ISO 22000, FSSC 22000, HACCP Certification BRC Global Standard for Food Safety Certification

Data and documentation required for Food Safety –

1. MRL Test reports through an approved/NABL-accredited lab
2. SOP for food safety
3. Training register on food safety SOP confirming effective communication (local language)
4. Risk Assessment – Food safety and food contamination
5. Health and hygiene register
6. Pest control measures records
7. Food grade certificate from the manufacturer

Estate	Bought Leaf Factory	Small Tea Growers

S3. Occupational health and safety

Occupational Health and Safety (OHS) focuses primarily on protecting employees in the workplace from accidents, injuries, and exposure to harmful substances. While accidents can happen at any time, it is still the employer's responsibility to ensure that they take steps to reduce the risk of incidents and maintain a safe working environment. Prioritizing OHS during the tea producing operations also delivers overall benefits for the business like improved efficiency due to the reduced risk or accidents or injuries by identifying and mitigating hazards, better productivity due to fewer employees missing work from illness or injury and Improved employee relations and morale. A safer work environment is a less stressful work environment.A detailed risk analysis along with the associated mitigation methods ensures a proactive approach. Verified units shall strive at all times to prevent all potential adverse effects on the health or working conditions of workers by having an action plan based on the OSH risk analysis. Workers must have at their disposal all the tools, training, and facilities to carry out their jobs in the safest way possible. In case of any accident, prompt response and rehabilitation measures must be initiated.

S 3.1	A policy statement of the organisation must be in place on the occupational health and safety of the workers that include the legal requirements.	
S 3.2	There shall be a documented risk assessment and relevant verifiable action plans, covering all potential occupational health or safety risks of the work-force. The risk assessment document shall have a health & safety committee responsible for overall safety-related risk mitigation.	
S 3.3	There shall be documented training in place for all workers engaged in various jobs as appropriate to the task and as per the risk assessment.	
S 3.4	The verified facility shall provide a safe working environment with respect to building safety, machinery safety, fire safety, electrical safety, air quality, noise, and lighting levels which shall all be within safe parameters as per legal requirements.	
S 3.5	Fuel (petrol/diesel/gas/kerosene coal/firewood shall be stored in such a way that there are no risks from fire and flood or contamination of the area. The fire safety provisions shall be undertaken and documented in accordance with the relevant legal requirement and applicable license based on the type and quantity of fuel being stored.	

Estate	Bought Leaf Factory	Small Tea Growers

S3. Occupational health and safety

S 3.6	The verified facility shall have atleast one First Aid trained person available inevery shift at the operational areas.	
S 3.7	In case of any government-mandated health emergency, all applicable protocols must be followed by the entity and adequate records are to be maintained to demonstrate compliance.	
S 3.8	A register shall be maintained documenting all the occupational health and safety incidents and accidents in the garden and/or factory. A corrective action plan shall be implemented to prevent such occurrences.	
S 3.9	All legal compliances related to workforce accidents including statutory reporting, corrective action, and legally mandated actions must be complied with. The entity shall maintain reports on actions taken by the management and compensation provided as per law	
S 3.10	Personal protective equipments (PPEs) Including govt. mandated PPEs in public health emergencies with reference tea-specific requirements if any) and clothing shall be provided free of cost to all workers on hazardous jobs, must be suited to the type of work, product (as per the MSDS) or machinery (as per the instruction manual) handled and the PPE should be used properly by the workers. The usage of PPEs must have a clear link with the risk management plan related to workplace health and safety.	
S 3.11	Adolescent workers (who have completed their fourteenth year but have not completed his/her eighteenth year) and women, shall not be involved in handling and spraying agrochemicals and any hazardous processes like handling storage and disposal of hazardous containers, and PPEs. Compliance with the Child Labour Prohibition Act is mandated and The child and young labour policy shall cover Remediation measures in case of violation	

Estate	Bought Leaf Factory	Small Tea Growers

S3. Occupational health and safety

S 3.12	The verified facility should provide free access to clean and safe (potable as per national or local legislation, whichever is higher) drinking water for all workers(potable as per national or local legislation, whichever is stricter).	
S 3.13	Medical facilities including first aid boxes for workers and their families (as prescribed by the local law) should be provided at work facilities.	
S 3.14	The entity shall endeavor to provide toilet facilities / Latrine accommodation in the cultivation area as per relevant regulatory provisions (Plantation Labour Act and State Rules).	

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Data and documentation required for Occupational Health & Safety

1. Tests shall be carried out through PCB/NABL accredited lab to validate conformance to PCB consent /legal requirements to these parameters at least once a year Measures shall be in place to ensure machinery safety, fire safety, and electrical safety
2. Explosive license for Fuel Storage
3. Accident Register duly signed by the factory inspector
4. Occupational Health and Safety Policy
5. Risk Assessment plan
6. Training Documents (must include topics that are considered in risk assessment like spraying, machinery safety, emergency plans, etc.)
7. Test reports for building safety, machinery safety, fire safety, electrical safety, air quality, noise, and lighting levels
8. First Aid training record

Estate	Bought Leaf Factory	Small Tea Growers

Livelihoods

Reference:

Applicable Relevant Indian Laws are a part of the code requirements for the respective sections and are to be read in conjunction with the latest amendments and relevant State Rules if any.

1. Applicable Govt. Minimum wage notification
2. Maternity Act 2017 (latest version)
3. PF Act 1925 (latest version)
4. Gratuity Act 1972 (latest version)
5. Plantation Labour Act 1951 (latest version)
6. Factory Act 1948 (latest version) and state rules
7. IS10500
8. Minimum Wage Act 1948 (latest version)
9. Child labour prohibition act

Fair Wages and Decent work

A fair wage is a wage that is reasonable for the type of work done and complies, at a minimum, to the legally mandated wage for the specific area of work. The intent is to prevent the exploitation of workers and to enable them to obtain wages according to their productive capacity. Along similar lines, decent work is productive work for women and men in conditions of freedom, equality, security, and human dignity.
It guarantees a secure form of employment and safe working conditions. In accordance with the regulatory framework, the verified entity needs to have an appropriate policy towards ensuring that men and women shall be treated equally and shall have the right to an adequate livelihood and that there is equal pay for equal work for both men and women.

L 1.1	The verified facility shall maintain documents to show the records of all workers employed, including temporary and casual workers, each year in the factory and on-field. The documentation shall include names, the average monthly payment (including cash in-kind), age and gender. Ensure an established process for workers to be provided with information relating to any decision that changes or affects their terms of employment.	
L 1.2	Equal work shall be remunerated with equal pay.	
L 1.3	All workers (permanent, temporary, contractual and migrant) shall be paid the same gross wages that comply with national legislation or collective bargaining agreements whichever is higher. If workers are paid per unit weight of harvested tea, on a normal working day they shall be allowed to earn at least the national or sector-established minimum wage. Deductions from wages for any reason shall not be made beyond the provisions of the law and without the consent of the employee. Company policy on wages and the appointment letter shall state that the compensation and remuneration will be made based on applicable CBA or Govt. notified wages.	
L 1.4	Workers shall not be required to work more than the legally mandated hours and overtime hours per week and per quarter. The weekly day off shall be provided as per applicable legal provisions. Seasonal allowance to exceed standard overtime hours is permissible subject to written approval from the relevant authority. Also overtime payment shall be made as per the law. Policy for regular working hours and overtime, shall clearly state, overtime is voluntary and no penalties will be imposed on workers for refusing overtime. Availability of provision of equal opportunity for overtime among all types of workers, and way for workers to report cases of involuntary overtime to management must be the part of the policy.	

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Fair Wages and Decent work

L 1.5	For any work done on a closed holiday in the plantation or on any other day of rest, a worker shall be entitled to the legally applicable rates of ordinary wages as in the case of overtime work.	
L 1.6	If an estate employs adolescent workers, then no adolescent worker shall be given work for more than twenty-seven hours a week and follow all other requirements as maintained in the PLA, 1951	
L 1.7	The verified unit (where applicable) shall provide Provident Fund (PF) for all its employees (permanent and temporary) & Gratuity and Pension schemes for all its permanent employees conforming to national norms. PF benefit to be extended to the tea gardens/factories workers from the date of joining.	

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Data and documentation required for Livelihoods

1. Copy of applicable Govt. minimum wage document
2. Copy of CBA
3. Wage Register
4. Wage slip
5. PF register
6. Gratuity registers
7. Maternity register
8. Birth Register
9. Attendance register
10. Overtime register
11. Overtime payment register

Estate	Bought Leaf Factory	Small Tea Growers

Workers' Rights

Labor rights or workers' rights are both legal rights and human rights relating to labor relations between workers and employers. Workers' rights encompass a large array of human rights from the right to decent work and freedom of association to equal opportunity and protection against discrimination. Specific rights related to the workplace include health and safety in the workplace and the right to privacy at work, amongst many others. Workers 'rights aim to correct the imbalance of power between the worker and the employer; to prevent the employer from dismissing the worker without good cause; to set up and preserve the processes by which workers are recognized as equal partners in negotiations about their working conditions. These include the right to work of one's choice, the right against discrimination, the prohibition of child labor, just and humane conditions of work, right to regulatory provisions of social security, protection of wages, redressal of grievances, the right to organize and form trade unions and collective bargaining.

L 2.1	The verified facility shall respect the right of all workers to establish and/or join a worker organization of their choice. The facility shall not in any way block the effective functioning of such organisations.A clear process of including inputs received from workers representative shall be considered during the policy making.	
L 2.2	The verified facility shall respect the rights of workers to engage in collective bargaining and demonstrate proactive engagement with workers' organisations.	
L 2.3	The verified facility shall not permit the use of forced or bonded labour (As per ILO definition of slave labour) under any circumstances, including workers sourced through third-party contractors. Training on employment must include all workers (including new joinees) ensure pertaining necessary information about the termination, retirement and disciplinary action. Documented HR procedure for transparent recruitment and training procedure for migrant workers with clear, complete information about their working terms and conditions as well as their rights, pre-departure and post-arrival, in a language that they understand. Separate policy for migrant labour must include the necessary information on freedom of movement, terms of joining and leaving the organization etc. Process of Management Monitoring must be ensured at all levels.	
L 2.4	No labour shall be employed below the age of 14 years.	
L 2.5	Equality of treatment: Workers shall have access to jobs, training, and promotion on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin. . Availability of Documented procedure shall ensure transparency in recruitment, complete information sharing to all worker about their working terms and conditions as well as their rights, pre-departure and post-arrival, in a language that they understand	

Estate	Bought Leaf Factory	Small Tea Growers

Fair Wages and Decent work

L 2.6	All permanent and temporary workers shall receive all maternity entitlements and protection in line with national law and practice. Maternity leave shall not result in any discrimination, loss of seniority or deduction of wages.	
L 2.7	No pregnant female employees should be dismissed from their employment just prior to the legal period of service for qualifying for maternity benefit.	
L 2.8	The verified facility and its staff shall not engage in the use of corporal punishment, mental, physical or sexual harassment, or any kind of intimidation at the workplace.	
L 2.9	An entity must have a policy in place to prevent and address sexual harassment and other forms of violence against women and girls. Ensure effective implementation of the policies in creating a safe and empowering workplace as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and relevant revisions. The process to refer survivors of violence to essential community services such as healthcare, psychological support, legal aid, etc should be a part of the policy.Awareness programmes shall be in place to increase safety for women and reduce gender-based violence both for workers and women in the community.	
L 2.10	All tea estates and bought leaf factories must set up an Internal Committee (IC) with suitable representation must be set up and employees should be trained on how to lodge complaints. All employees, managers and supervisors must be trained on sexual harassment and rights for grievance redressal through grievance mechanisms to report cases of sexual harassment or other forms of violence. This mechanism must be designed in a simplified way so that it is easily accessible to the relevant stakeholders with different modes of communication, including oral communication. However the final complaint shall be in writing, and in case complain cannot be made in writing, the Presiding Officer or any member from IC, or LC shall render all reasonable assistance to the woman for making the complaint in writing. The mechanism must ensure that the confidentiality and safety of the aggrieved woman or the reporter is protected	

Estate	Bought Leaf Factory	Small Tea Growers

Fair Wages and Decent work

L 2.11	The entity must ensure that any complaints of sexual harassment or violence are given due consideration as per the established mechanism. There should be no instance of negligence, denial of the right to lodge the grievance, or any effort to suppress the incident which denies the right of the complainant or justice.	
L 2.12	Top management is accountable for periodic reviews to verify that the effective grievance mechanism is in place and confirm employees' rights are protected. Corrective and punitive actions must be taken in case of any adverse findings.	
L 2.13	In every plantation wherein fifty or more women workers (including permanent, temporary workers employed directly or through any contractor) are employed or were employed on any day of the preceding twelve months, or where the number of children of women workers (including women workers employed by any contractor) is twenty or more, the employer shall provide and maintain suitable rooms (Creche) with adequate sanitation, drinking water, food prescribed and sleeping areas for the use of children of such women workers. All provisions should adhere to the relevant requirement of clause number 12 in the relevant state rule of the plantation labour act 1951	
L 2.14	The plantation should provide (permanent) workers (including their families) housing accommodation as per PLA 1951. The equivalent alternate facility as per government-sponsored schemes can also be provided for housing and toilet facilities. In case the facility cannot provide accommodation to workers then house rent can be paid as per the relevant state notification.	
L 2.15	The plantation should make provision for adequate potable water daily per head of the resident population. The number of water points provided per household and the distance of the water points should be adequate and as per legal provisions. If the supply is from a ring well or a tank (which should be only in exceptional circumstances where supply is not possible from taps or tube wells). All potable water shall confirm to the requirements as per the IS10500.	

Estate	Bought Leaf Factory	Small Tea Growers

Fair Wages and Decent work

L 2.16	If there are more than twenty-five children (aged between six and twelve) of permanent workers, primary education shall be made available to them under PLA 1951.	
L 2.17	The verified facility shall set up a grievance reporting system that protects the identity and rights of the worker and reports on the action taken for the same shall be available.	

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Data and documentation required for Livelihoods

1. Number of employees trained on POSH ACT in a previous calendar year
2. Availability of the Internal Committee (IC) with required representation and composition.
3. SOP for the trained supervisors on how to identify, prevent, and address sexual harassment in the workplace
4. Verification of training records for employees & supervisors on POSH.
5. The grievance registers
6. Water test report as per IS10500

Terms and Definitions

- **Adolescent Worker:** An adolescent engaged in economic activity who is above the minimum legal working age of 14 years and below the age of 18, and whose work is performed in accordance with national and local regulations set to protect this age group.

- **Areas with human activity:** This refers to all areas where humans play a role. It includes houses, schools, dining areas, health clinics, recreation areas, storage areas,packing sheds, warehouses, workshops, processing plants, and other similar infrastructure. It also includes means of communication like roads and railways connecting major towns and cities where human activity is wide.

- **Biodiversity:** Biological diversity — or biodiversity — is the term given to the variety of life on Earth. It is the variety within and between all species of plants, animals, and micro-organisms and the ecosystems within which they live and interact.

- **Carbon Footprint:** Measure of the exclusive total amount of emissions of carbon dioxide (CO_2) that is directly and indirectly caused by an activity or is accumulated over the lifecycle stages of a product.

- **Child Labour:** Designating a child as a person who has not completed their 14th year of age. It aims to regulate the hours and the working conditions of child workers and to prohibit child workers from being employed in hazardous industries as per Child Labour (Prohibition and Regulation) Act of 1986

- **Cattle:** Domesticated bovid raised for meat, milk, or hides or for draught purposes. Depending on the breed, mature bulls (fertile males) weigh 1,000—4,000 lbs (450—1,800 kg); cows (fertile females) weigh 800—2,400 lbs (360—1,080 kg). All modern cattle are believed to belong to either of two species (Bos indicus or B. Taurus) or to be crosses of the two. About 277 identifiable breeds include those prominent in beef production (e.g., Angus, Hereford, and Shorthorn) and dairy farming. Cattle feed primarily by grazing on pasture, but in modern farming, their diet is ordinarily supplemented with prepared animal feeds.

- **Clothing:** It comprises of garments worn on the body for protection or adornment.

Terms and Definitions

- Criterion: A principle or standard by which something may be judged or assessed in conformity with our standards

- Document: A piece of written printed or electronic matter that provides information or evidence or that serves as an official record.

- Ecosystem: An ecosystem is a biotic community together with its physical environment, considered as an integrated unit. Implied within this definition is the concept of a structural and functional whole, unified through life processes.

- Endangered species: Animal, bird, fish, plant, or other living organism threatened with extinction by natural or man-made changes in its environment. Extinction may occur when the species 'total number falls below the number required for successful breeding, because its members cannot locate mating partners or their genetic pool loses the needed variety.

- Erosion: Process by which soil and rock are removed from the Earth's surface by exogenic processes such as wind or water flow and then transported and deposited in other locations.

- Farm: This is an area of land for aquaculture, lake, river, or sea, including various structures, devoted primarily to the practice of producing and managing food (produce, grains, or livestock), fibers and increasingly fuel.

- Fertilizer: Any of a large number of natural and synthetic materials, including manure and nitrogen, phosphorus, and potassium compounds, spread on or worked into the soil to increase its capacity to support plant growth.

- Food: Material consisting essentially of protein, carbohydrate and fat used in the body of an organism to sustain growth, repair, and vital processes and to furnish energy; also such food together with supplementary substances (such as minerals, vitamins, and condiments).

Terms and Definitions

- Forced or Bonded Labour: all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily.

- Hazardous materials or residue: It is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment. For example, used lead acid batteries, asbestos, energy-saving mercury lamps, e-waste, electric transformers, medical equipment, radioactive material etc.

- Invasive species: An invasive species, also known as an exotic or nuisance species is an organism or plant that is introduced into a new environment, where it is not native. These can harm both the natural resources in an ecosystem as well as threaten human use of these resources.

- Intercropping: The practice of growing multiple crops in the same area at the same time is called intercropping. In the tea plantations, intercropping can help in improving soil health and increase plant diversity within a tea section.
Leguminous shade trees like Albizia lebbeck (L.) Benth, Acacia lenticularis Benth, etc.; growing in the tea plantation is a form of intercropping that improves soil fertility. Lavender tree can induce diversity in the plantation. Turmeric can be grown as intercrop in the young tea areas

- Management system: An internal document comprising procedures and processes that a group should comply which contains our standards and policy requirements.

- Mandatory Criteria Point (MCP):Noncompliance to these trustea standard criteria will bar an entity from being certified and for any such observation in a certified entity, the certificatewill not be renewed unless the noncompliance is closed within the given time frame (maximum 90 days from the date of audit).

- Native species: It is one that occurs naturally with respect to a particular ecosystem, rather than as a result of an accidental or deliberate introduction into that ecosystem by humans.

Terms and Definitions

- Other Criteria Point (OCP):Noncompliance to these trustea standard criteria will not bar an entity from being certified and for any such observation in a certified entity, the certificatecan be renewed. However, the noncompliance must be closed within the yearly given time frame as mentioned in the introduction on a specific percentage.Recurring noncompliance in any specific OPC in the 3rd verification will be considered as an MCP violation and the certificate will not be renewed unless the noncompliance is closed within the given time frame (maximum 90 days from the date of audit).

- Pest: A plant or animal detrimental to humans or human concerns (as agriculture or livestock production). Alternative meanings include organisms that cause nuisance and epidemic diseases associated with high mortality.

- Pesticide: A pesticide is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Though often misunderstood to refer only to insecticides, the term pesticide also applies to herbicides, fungicides, and various other substances used to control pests.

- Plantation: It is a large agricultural property dedicated to planting a few crops on a large scale.

- Policy: A guiding principle or procedure considered advantageous in producing results, adhering to the necessary standards, national laws, and requirements.

- Potable water: Drinking water or potable water is water safe enough to be consumed by humans or used with a low risk of immediate or long-term harm.

- Principle: The fundamental truth or proposition that serves our foundation for a defined set of outcomes be it our operational philosophy or achievement of pre-defined goals.

- Procedure: The established mode or form of conducting the business, which complies with the standard and policy requirements.

- Product quality: The product's ability to cater to the expectations and needs of the end-user.

Terms and Definitions

- Productivity: An economic measure of output per unit of input. Inputs include labour and capital, land, energy and materials while output is typically measured in revenues and other GDP components such as business inventories. Measures are taken to ensure that productivity is through sustainable resources.
- Program: A planned course of action to take place or procedures to be followed to achieve the desired goals.
- Protected area: Locations that receive protection because of their recognised natural, ecological and/or cultural values. There are several kinds of protected areas, which vary by level of protection depending on the enabling laws of each country or the regulations of the international organizations involved.
- Record: Visual or written documentation of activities undertaken.
- Restoration: The scientific study supporting the practice of ecological restoration, which is the practice of renewing and restoring degraded, damaged, or destroyed ecosystems and habitats in the environment by active human intervention and action.
- Risk assessment: The determination of the quantitative or qualitative value of risk related to a concrete situation and a recognized threat. It includes the identification, evaluation, and analysis of risks at different stages for optimal output or results.
- Regenerative agriculture: A conservation and rehabilitation approach to food and farming systems. It focuses on topsoil regeneration, increasing biodiversity, improving the water cycle, enhancing ecosystem services, supporting biosequestration, increasing resilience to climate change, and strengthening the health and vitality of farm soil
- Smallholder: A holding of lesser than 10.12 hectares of tea land which relies majorly on family labour. Temporary workers are contracted during harvest seasons.
- System: A set of things working together as parts of a mechanism or an interconnecting network to achieve a set of objectives or results.

Terms and Definitions

- Sexual harassment: Sexual harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including unwelcome and inappropriate promises of rewards in exchange for sexual favors. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault. Harassment can occur in many different social settings such as the workplace, the home, school, or religious institutions. Harassers or victims may be of any sex or gender

- STG Cluster: Cluster for STG means only those growers who are registered with BLFs or Self Help Groups in a particular location.

- Stakeholder: a person or an organization with an interest or concern in the trustea program in which all the members or participants are seen as having an interest in its success(Ref: Stakeholder Engagement Process in trustea website)

- Top Management: Proprietor, partner of proprietorship farm, for a registered company CEO, Director, or Company sustainability head appointed by the top management as their representative.

- Temporary Workers: Workers whose job or nature of employment is periodic. Such a worker can be employed by the entity directly or through a legally compliant contractual agency.

- Weeds: A plant considered undesirable, unattractive or troublesome, especially one growing where it is not wanted, having an environmental or economic impact.

- Wildlife: Comprises wild animals, especially animals living in a natural, undomesticated state.

- Worker: means a person employed in a plantation for hire or reward, whether directly or through any agency to do any work skilled or unskilled or manual including temporary/ permanent/ seasonal.

- Zero Tolerance Criteria Point (ZTCP): Noncompliance to these trustea standard criteria will bar an entity from being certified and any such observation in a certified entity will lead to a decertification. The specific ZTCPs are identified in the standard in red.

Revision History of trustea Standard

REVISION	DATE	AMENDMENT DESCRIPTION
Version 2.1.0	28 Jan 2022	Version 1 launched
Version 2	19 Feb 2015	Changes made based on Pilot audits
Version 2	05 Dec 2017	Some code requirements are identified as Zero Tolerance Criteria points in the code
Version 2.1.0	12 Sep 2019	Additional code requirements are identified as Zero Tolerance Criteria points. Legal Requirement inclusion for various testing purposes Rewording criteria point 8.9
Version 2.1.1	Aug 2020	Afforestation Impact considered under Chapter 10 Introducing additional health & safety measures in the code requirement Additional inclusion of compliance with the Prevention of Sexual Harassment Act 2019 in the Codebook
Version 2.1.2	30 Jun 2021	Changes in code criteria 2.2 Incorporated traceability in clause 2.4 and include under mandatory criteria point Contact details for feedback were added in the code book introduction.
Version 2.1.3	28 Jan 2022	Changes incorporated in Clause 10.2 based on Indian Forest Act 1927
Version 2.1.4	16 Aug 2022	8.10, 8.11 & 8.12 are made mandatory as per the Factories Act on basic human rights
Version 2.1.5	16 Jun 2023	1. Change in Text for sub criteria in audit checklist - 5.8.1, 5.8.2, 5.8.3, 5.8.5, 5.8.6, 6.1.1, 9.9.1, 9.9.2, 9.9.3, 9.9.4, 9.17.1, 9.18.1, 10.6.1, 10.6.2, 11.5.1, 11.5.2, 11.5.3, 11.5.4 2. New added sub-criteria 9.15.7, 11.5.9, 11.5.10, 11.5.11, 11.5.12 3. Removed sub-criteria 9.8.1, 9.8.2, 9.8.3, 9.8.4, 9.8.5, 9.8.6

REVISION	DATE	AMENDMENT DESCRIPTION
Version 2.1.5	16 Jun 2023	4. Existing value-based sub criteria 3.1.1, 6.1.2, 8.7.1, 8.7.2, 8.8.1, 8.8.2, 9.15.4, 9.15.5, 9.15.6, 9.17.2, 10.3.1 5. All the mentioned sub-criteria under SL no. 1 and 2 along with existing value-based sub-criteria under SL No. 4 are mandatory for putting values irrespective of ZTPC, MCP, or OCP.
Version 3	11.07.2023	Standard requirements are distributed in buckets of General Management, Environment, Safety & Livelihood. New Requirements -G1.5, G1.6, G1.15, E1.6, E2.1, E2.3, E2.4, E2.5, E2.6, E6.1, E6.2, E6.3, E6.4, E6.5, S2.2, S2.13, S3.7, S3.9, S3.14, L2.7, L2.10, L2.11, L2.12 Modified Requirements – G1.8, G1.14, E1.1, E1.4, E3.1, E4.1, E4.2, E5.1, E5.8, S2.1, S2.3, S2.4, S2.9, S2.10, S2.14, S2.15, S3.2, S3.11 Optional Projects introduced and Climate Management criteria identified. Country's applicable laws and Data requirements are specified in every section.
Version 3.1.0	01.01.2025	Version 3.1.0 , 01.01.2025, Based on Pilot Project and Stakeholder's feedback, requirements modified – G1.1, G1.2, G1.6, G1.7, G1.11, G1.14, E1.1, E4.1, E5.1, E5.2, E6.2, S3.2, S3.11, L1.1, L1.3, L1.4, L2.1, L2.3, L2.5, L2.9, L2.10

Approved by: *trustea* **Council**	**REVIEWED by Anandita Ray Mukherjee**
Approved Date: 11.17.2024	**Date: 01.01.2025**

REVISION NO: 3.1.0	**APPROVED for upload by Rajesh Bhuyan (Director)**
Issue Date: 01.01.2025	**Effective from: 01.01.2025**

ANNEXURE - A - ASSESSMENT CHECKLIST FOR ESTATE AND FACTORY

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
G.1	**GENERAL MANAGEMENT SYSTEM**		
G.1.1	The verified facility shall have a *trustea* program policy and an objective statement with the documented KPIs which outlines the top management's commitment to comply with the *trustea* code and enables continuous improvement. While creating the policies on workers' rights to freedom of association the Trade Union representatives shall be engaged. Display of all policies in the local language or the language workers understand is mandatory at the unit's entrance.	M	MAIN
G.1.1.1	Number of Management Staffs/ Staffs/ Sub-staffs trained on *trustea* code	M	SUB
G.1.1.2	Number of workers trained on *trustea* code	M	SUB
G.1.1.3	Number of workers trained on *trustea* code	M	SUB
G.1.1.4	Availability of the policy on responsible business applicable to third parties (Vendors)	M	SUB
G.1.1.5	All policies are displayed in local language and clearly visible to the workers at the entrance or a prominent location inside the unit	M	SUB
G.1.2	The entity shall have a program risk management plan including risk assessment and mitigation to program implementation addressing the three pillars of *trustea* program. The plan must include the potential risks related to workers' rights to freedom of association and others.	M	MAIN
G.1.2.1	Risk Management plan and Risk Register Indicating risk mitigation with respect to the program implementation on Legal document compliances, environment issues and safety aspects for continual improvement	M	SUB
G.1.2.2	Number of Management Staffs/ Staffs/ Sub-staffs trained on Risk Management on *trustea* code	M	SUB
G.1.2.3	Risk identification and mitigation is addressed in the document for workers' rights	M	SUB
G.1.3	Top management shall be accountable for compliance with the program requirements including risk management and timely closure of all non-compliances raised in any internal, external and system assurance audit.	M	MAIN
G.1.3.1	Management provides workers with services based on the management plan. Services can include training, awareness-raising activities, etc. Management documents the services provided.	M	SUB
G.1.4	Top management shall be accountable for providing necessary resources and personnel with defined job descriptions for trustea and facilitating adequate training to ensure compliance with the *trustea* program requirements.	M	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
G.1.4.1	Availability of Organization structure and JD of the staffs responsible for *trustea* implementation.	M	SUB
G.1.5	The top management shall be responsible for the review and appropriate actions of the *trustea* code requirements at a minimum of once every year.	M	MAIN
G.1.6	The top management shall review the internal audit report periodically (minimum once every year) as a part of continual improvement. In case of any non-conformity raised, on that occasion Root Cause Analysis (RCA) has to be a part of the NC closure.	M	MAIN
G.1.6.1	Availability of internal audit report during the external and SAA audits	M	SUB
G.1.6.2	Register Indicating the area of continuous Improvement and closure of the NC raised during the audits	M	SUB
G.1.6.3	Affective NC closure accepted by top management through management review	M	SUB
G.1.7	The verified facility shall have a policy outlining its principles on business ethics, applicable legal requirements and vendors' ethics as well especially for disclosing gifts and hospitality. The policy should also address actual, perceived or potential conflict with internal controls in place to monitor and identify potential breaches or fraud and periodic compliance checks.	M	MAIN
G.1.7.1	Adequacy of the document : i.e. commitment to deal with (a) transparency, (b) anti-corruption and anti bribery (c) compliance to national legal requirements(eg. Taxes , environmental and others) (d) respect and fair treatment of workers,(e) prior consent of workers (f) avoid conflict of interest (g) Business ethics policy of the organization	M	SUB
G.1.7.2	Communication with staffs and workers about the ethical practices and consequences of deviation from the policy	M	SUB
G.1.7.3	Conflict of Interest (COI) and ethics policy covers the details for disclosing gifts and hospitality and includes actual, perceived or potential conflict with internal controls in place to monitor and identify potential breaches or fraud	M	SUB
G.1.8	The verified facility shall have an overview map covering all the essential elements of the total farming area. All the features, natural or otherwise, outside the periphery of the garden adjoining the boundary shall be indicated on the map. This map must have information about planted areas/farm divisions/production zones, processing facilities, human habitation areas, schools, medical facilities/first aid sites, natural ecosystems, including water bodies and forests and other existing natural vegetation Govt. notified forestland, buffer zones, agro forestry systems and protected areas. The tea fields must be identified with a name number or colour on the map.	M	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
G.1.8.1	Availability of clear and detail garden map with color codes showing external boundary, tea fields with planted and protected areas, water streams, human settlements, bio-diversity features, tea factory, Roads and Bridges, River and natural ecosystem, Houses and buildings, Section boundaries, Tea cultivation, Low land, Buffer zones & erosion prone areas. The map should indicate the adjacent areas of the garden periphery including notified forest land and confirm zero encroachment to the forest area	M	SUB
G.1.8.2	Display of Map in Farm Dairy & agreement copy should be available with the BLF duly sealed and signed.	M	SUB
G.1.8.3	Estate Factories and BLFs buying GL from STGs should have the maps of all the small holders from whom Green Leaf is sourced	M	SUB
G.1.9	The map for the Farms should indicate the respective geolocation. (Polygon is desirable)	M	MAIN
G.1.10	The verified facility shall be lawfully doing business as per the statutory requirements.	M	MAIN
G.1.10.1	Proof of undisputed claim to the land, PAN card of / Trade License/ MCA Registration	M	SUB
G.1.10.2	PCB CTO, Factory License, Fire License, Tea Board Registration, FSSAI license for factory and estate	M	SUB
G.1.10.3	Availability of factory layout map with clear indication of processing areas, water sources, water storage facilities, water treatment facilities, waste water treatment/ filtration system, warehouse, facilities for workers like changing room, rest rooms, hand washing etc.	M	SUB
G.1.11	Documents, either electronic or physical shall be retained as per the document retention policy. Security of the electronic data should be ensured as per *trustea* data security policy. The policy must say that the information is protected and that all collected data/documents are processed, stored, transferred, and disposed of responsibly and safely. All the records and documents required by the standard should be up-to-date and accessible to the internal and external verifiers and retained for a minimum period of four years. Legal documents shall be retained as per the relevant requirement.	M	MAIN
G.1.11.1	Document for conducting internal inspection and verification procedure	M	SUB
G.1.11.2	Internal inspection and verification plan	M	SUB
G.1.11.3	Internal inspection and verification report	M	SUB
G.1.11.4	Analysis of conformance and improvement plans developed and followed up	M	SUB
G.1.11.5	Effective communications and training imparted on safeguarding information and procedure for how to destroy the data	M	SUB
G.1.11.6	Availability of effective internal reporting channel for the communication, management and resolution of data breach incidents.	M	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
G.1.12	The verified facility shall have one or more *trustea* officers and Internal Audit coordinators with accountability for trustea program compliance. If the resource is not dedicated for this purpose, then the allotment of responsibility for the trustea program should be commensurate with other job responsibilities assigned by the organization.	M	MAIN
G.1.12.1	Number of people are in the organization structure with defined Job responsibility for the *trustea* programme Compliance	M	SUB
G.1.13	It is mandatory for *trustea* officers and internal auditors to have *trustea* approved code qualifications.	M	MAIN
G.1.13.1	Formal Appointment of a *trustea* coordinator responsible for coordinating with the above designated people for ensuring inspection and reporting on the progress of compliance and improvement needed. Names of the Coordinator and Designation	M	SUB
G.1.13.2	Evidence as to *trustea* approved code training imparted to the designated personnel as to their roles and responsibilities. Number of people trained on the code	M	SUB
G.1.14	A grievance redressal mechanism with records of response shall be maintained for all the complaints against the violation of the code requirements by the internal and external stakeholders who are negatively affected by any specific activity covered under the scope of the trustea code. This mechanism must be designed in a simplified way so that it is easily accessible to stakeholders with different modes of communication including oral communication and also negative anonymous feedback should be considered for relevance check. The mechanism must ensure that the confidentiality of the individual/ individuals/organizations is protected. The corrective action of the grievance is to be recorded.	M	MAIN
G.1.14.1	Availability of procedure (SOP) to handle negative feedback that affects the standard's credibility or the entity's image which is accessible to all the stakeholders (Employees, customers and suppliers)	M	SUB
G.1.14.2	Availability of a Designated personnel for handling the complaints	M	SUB
G.1.14.3	Awareness among the workers and other stake holders regarding complaint handling procedure and the designated person for the same	M	SUB
G.1.14.4	Complaint Record /Register has to be maintained to record code violation, unethical practices (e.g. sales, purchase and logistics) and the consequences of deviation from the policy and the action (redressal meetings/ minutes and communication of serious issues to *trustea*) in such cases. The register must be easily accessible to everyone.	M	SUB
G.1.15	The top management of the verified facility shall be responsible to respond to any communication from the *trustea* program or any other stakeholder on any adverse public or regulatory event, report or complaint which may be perceived to have an overall negative impact on the credibility of the program	M	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.1	**SOIL HEALTH MANAGEMENT**		
E.1.1	Availability of a verifiable soil health management plan with continuous improvement that shall incorporate soil conservation and soil fertility practices to promote the rehabilitation and enhancement of the farm ecosystem. Sustainable farming practices that nourish soil health such as compost application, planting cover crops, intercropping, mulching, natural methods of soil protection and replenishment, reduction of tillage and other applicable practices of regenerative agriculture are to be made part of the soil management process.	M	MAIN
E.1.1.1	Availability of *trustea* Regenerative Agriculture check list (Entry level at a minimum)	M	SUB
E.1.1.2	Plan and measures undertaken to prevent soil erosion	M	SUB
E.1.1.3	Maintaining vegetative cover along the sectional boundary & banks of water bodies. Name of the different species used for riparian & sectional boundary vegetation	M	SUB
E.1.1.4	Use of shade trees specific to the region as per technical recommendations .	M	SUB
E.1.1.5	Total nos. of shaded trees in the Garden	M	SUB
E.1.1.6	Shade trees density - Less [<= 50%] , as per standard recommendation given for shade tree planting per hector from research institutes	M	SUB
E.1.1.7	Shade trees density - Medium [>50% and <=70%], as per standard recommendation given for shade tree planting per hector from research institutes	M	SUB
E.1.1.8	Shaded trees density - Dense [>70%], as per standard recommendation given for shade tree planting per hector from research institutes	M	SUB
E.1.1.9	Creation of diversion channels / drains and micro catchments in newly planted areas. Area in Ha under Re/New plantation in the previous year	M	SUB
E.1.1.10	Review and implementation of regenerative agriculture practices like cover cropping in newly planted areas and young tea, infilling program to reduce sectional vacancies, mulching in newly planted areas	M	SUB
E.1.1.11	Total no. of pesticide (for pest/ disease control) Rounds applied in the previous year	M	SUB
E.1.1.12	Total no. of Weedicide / Herbicide Rounds applied in the previous year	M	SUB
E.1.1.13	Manual weeding done in previous year with area covered	M	SUB
E.1.2	The verified facility should have defined and documented actions to optimize and reduce the application of synthetic and chemical fertilizers.	M	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.1.3	Testing of soil shall be carried out by a competent agency to ensure optimum fertilization in line with the test results of soil conditions that include other elements like micronutrients. The recommendations are to be relevant to the specific region and formulated by competent institutions/experts.	O	MAIN
E.1.3.1	Soil test reports whether available & to be verified. Date of last analysis report. Testing Criteria: 1) pH, 2) EC, 3) Organic Carbon/ Organic Matter, 4) Available-N, 5) Available-P2O5, 6) Available-K20 (For 1st cycle of certification)	O	SUB
E.1.3.2	Soil test reports whether available & to be verified. Date of last analysis report. Testing Criteria: 1) pH, 2) EC, 3) Organic Carbon/ Organic Matter, 4) Available-N, 5) Available-P2O5, 6) Available-K20, 7) Available- SO4, 8) Total count of Bacteria, Fungi, Actinomycetes (each) - This test report with additional factors is only needed for those sections which are identified for compost application - For Estates	O	SUB
E.1.3.3	To create a base line of soil health for those section where compost application is planned, require to have a soil test report with 1) pH, 2) EC, 3) Organic Carbon/ Organic Matter, 4) Available-N, 5) Available-P2O5, 6) Available-K20, 7) Available- SO4, 8) Total count of Bacteria, Fungi, Actinomycetes (each) - For Estates	O	SUB
E.1.3.4	Fertilizer Program and application as per recommendation record. What is the Recommended ratio for N:P:K for the previous year	O	SUB
E.1.3.5	Quantity of synthetic fertilizer used the garden in the previous year - Urea in kgs	O	SUB
E.1.3.6	Quantity of synthetic fertilizer used the garden in the previous year - Ammonium sulphate in kgs	O	SUB
E.1.3.7	Quantity of synthetic fertilizer used the garden in the previous year - MOP in kgs	O	SUB
E.1.3.8	Quantity of synthetic fertilizer used the garden in the previous year - Rock Phosphate in kgs	O	SUB
E.1.3.9	Quantity of synthetic fertilizer used the garden in the previous year - Magnesium sulphate in Kgs	O	SUB
E.1.3.10	Quantity of synthetic fertilizer used the garden in the previous year - Dolomite in Kgs	O	SUB
E.1.3.11	Quantity of synthetic fertilizer used the garden in the previous year - Zinc sulphate in Kgs	O	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.1.3.12	Quantity of synthetic fertilizer used the garden in the previous year - Manganese sulphate in Kgs	O	SUB
E.1.3.13	Quantity of synthetic fertilizer used the garden in the previous year - Boron in Kgs	O	SUB
E.1.3.14	In case of small farmer the quantity of synthetic fertilizer used per ha in the previous year - Urea in Kgs	O	SUB
E.1.3.15	In case of small farmer the quantity of synthetic fertilizer used per ha in the previous year - MOP in Kgs	O	SUB
E.1.3.16	In case of small farmer the quantity of synthetic fertilizer used per ha in the previous year - Ammonium sulphate in Kgs	O	SUB
E.1.3.17	In case of small farmer the quantity of synthetic fertilizer used per ha in the previous year - Rock phosphate in Kgs	O	SUB
E.1.3.18	Total quantity of nature based inputs in previous year in Kgs - Dry Cow dung	O	SUB
E.1.3.19	Total area covered under dry cow dung application (in Ha)	O	
E.1.3.20	Total quantity of nature based inputs in previous year in Kgs - green matter compost	O	SUB
E.1.3.21	Total area covered under green matter compost application (in Ha)	O	SUB
E.1.3.22	Total quantity of nature based inputs in previous year in Kgs - vermicompost	O	SUB
E.1.3.23	Total area covered under vermicompost application (in Ha)	O	SUB
E.1.3.24	Total quantity of nature based inputs in previous year in Kgs - Biofertilizer (Such as Nitrosomonas/Nitrobacter/PSB/mycorrhiza etc.)	O	SUB
E.1.3.25	Total area covered under Biofertilizer such as Nitrosomonas/Nitrobacter/PSB/-mycorrhiza etc. (in Ha)	O	SUB
E.1.3.26	Quantity of compost/manure/bio fertilizer & herbal concoctions/ non chemical pest control inputs used in previous year in Kgs/ ltr. - Neem cake/ any other de- oil cake	O	SUB
E.1.3.27	Total area covered under Neem cake/ any other de- oil cake (in Ha)	O	SUB
E.1.3.28	Total quantity of bio concoctions used in previous year in ltr. - Bio concoction: 1) Name of concoction, 2) Name of ingredients with quantity of each used in making 100 ltr. Concoction, 3) Total Quantity used in previous year - Details to be filled in regen checklist	O	SUB
E.1.3.29	Total area covered under Bio concoction (in Ha)	O	SUB
E.1.3.30	Total quantity of non chemical pest control inputs used in previous year in Kgs/ ltr. - Non- chemical pest control inputs: 1) Lime- S (total ltr.), 2) Biopesticides (viz. trichoderma, metarrhizium, etc.) 3) Neem oil - Details to be filled in regen checklist	O	SUB
E.1.3.31	Total area covered under non chemical pest control inputs (in Ha)	O	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.1.4	The identification process of new tea production are as shall be based on a documented and technical review of climatic, soil, and topographic conditions subject to the approval of the concerned authority and in compliance with the non-deforestation mandate as per clause no E 4.2.	M	MAIN
E.1.5	The producer shall use relevant measures to prevent soil erosion and run off around the erosion-prone areas including river banks, natural water bodies and irrigation ditches	O	MAIN
E.1.5.1	If stone revetment/Soil bunding being done, area in meters in the previous year		SUB
E.1.5.2	Vegetative cover crop planted along the river bank and the soil erosion prone areas been done in meters in the previous year	O	SUB
E.1.6	Pruned tea litters shall be utilized for mulching to improve soil health and fertility.	M	MAIN
E.1.6.1	Pruning litters retained in at least 70% of the pruned area	M	SUB
E.1.6.2	If No, % of pruned area where pruning litter is retained	M	SUB
E.1.6.3	Area Pruned/skiffed in the previous year and retention of pruning litters in Ha	M	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.2	**WATER CONSERVATION**		
E.2.1	The farms and factories should formulate and implement a plan to conserve water in their operations. Irrigation techniques should be evaluated for optimal usage of water and energy. Training and awareness campaigns and collaboration with the community on water conservation should be a part of the water management plan.	O	MAIN
E.2.2	The verified facility shall comply with national and local legal obligations with respect to withdrawing water from natural sources and have necessary permits.	M	MAIN
E.2.3	The entity shall optimize, track and measure water usage in the various operational areas. Plan and results on optimization of water usage shall be documented.	M	MAIN
E.2.3.1	Record showing daily water usage in the factory, Total Quantity of water used in the factory during last year in litres	M	SUB
E.2.3.2	Quantity of water usage for Nurseries in the previous year	M	SUB
E.2.3.3	Quantity of water usage in the garden for spraying and various operations	M	SUB
E.2.3.4	Awareness within the community (Where ever is applicable) on effective water usage through campaigns, and measures to reduce wastage of water		SUB
E.2.3.5	Number of workers trained on water management plan	M	SUB
E.2.4	The entity shall make efforts to conserve and reduce the wastage of water used for domestic areas by carrying out training and awareness programs for the residents of the tea estate. The water distribution system should also be monitored for leakages and wastage	O	MAIN
E.2.5	The verified facility shall evaluate and adopt an efficient water irrigation delivery system in order to minimize wastage	M	MAIN
E.2.5.1	Total area under Irrigation during previous year in Ha	M	SUB
E.2.5.2	Number of hours of irrigation done during last year	M	SUB
E.2.5.3	Quantity of water used per hour for irrigation in Litres during last year	M	SUB
E.2.5.4	Total water usage for irrigation purposes in the previous year (E2.4.2 X E2.4.3)	M	SUB
E.2.5.5	Study of the trend of the water usage for irrigation and improvement actions	M	SUB
E.2.5.6	Availability of rain water harvesting plan and Implementation if applicable	M	SUB
E.2.6	In case underground water is in use as a water source, the entity shall track the water level of the source before and after the rainy season every year. In case there is a trend of reduction of the level of the underground water source, the adoption of replenishment techniques like rainwater harvesting and appropriate planting of shade trees are to be implemented.	O	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.3	**AGROCHEMICAL**		
E.3.1	The verified facility shall implement an integrated pest management (IPM) plan to reduce dependence on synthetic agrochemicals and fertilizers and increase the application of organic inputs. The plan should focus on the adoption of alternate control measures like biological controls and/or practices based on indigenous technical knowledge (ITK) and/or oil spray and/or any other standard recommended application in use. The entity must plan and implement documented actions on this.	M	MAIN
E.3.1.1	Maintaining the list of key pests identified. What are the major Pests recorded during last year	M	SUB
E.3.1.2	Justification Record showing the possible methodologies for the control of identified pests	M	SUB
E.3.1.3	Preparation and implementation of a plan detailing the practices required as per IPM plan	M	SUB
E.3.1.4	Designation of a person responsible for planning and carrying out pest control and for implementation of IPM	M	SUB SUB
E.3.1.5	Record of evaluation of the methodologies used and review of the IPM Plan	M	SUB
E.3.1.6	Inventory of ITK practices	M	SUB
E.3.2	The verified facility shall use PPFs approved by the appropriate regulatory and government authority.	Z	MAIN
E.3.2.1	Availability of list of PPF's used in the previous year. Purchase inventory record	Z	SUB
E.3.2.2	Total Organic pesticides used in previous calendar year - Solid	Z	SUB
E.3.2.3	Total Organic pesticides used in previous calendar year - liquid	Z	SUB
E.3.2.4	Total chemical pesticides (agrochemical) used in previous calendar year - Solid	Z	SUB
E.3.2.5	Total chemical pesticides (agrochemical) used in previous calendar year - liquid	Z	SUB
E.3.3	The verified facility should regularly maintain and calibrate agrochemical application equipment and keep records of such equipment maintenance and calibration.	M	MAIN
E.3.3.1	Regular cleaning and calibration record available for verification	M	SUB
E.3.3.2	Number of high volume sprayer (Tractor Mounted) used for spraying	M	SUB
E.3.3.3	Number of Power sprayers used for spraying activity	M	SUB
E.3.3.4	Number of Hand operated sprayers available for spraying activity	M	SUB
E.3.3.5	Quantity of Fuel (Diesel) used for spraying activity in litres	M	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.3.4	Storage(with access control), mixing and handling of agrochemicals shall be done in a designated area with adequate protection for people and the environment. Safety and emergency information is to be displayed prominently in a way that is easily understood by the visitor and operating personnel. (Storage includes PPE and related equipment)	M	MAIN
E.3.4.1	Adequate warning signs shall be used to inform people to understand about the hazardness and about the re-entry time	M	SUB
E.3.4.2	Storage area should not in contact with the leaf handling equipment like leaf bag, leaf basket	M	SUB
E.3.4.3	Stock register available for verification	M	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.4	**BIODIVERSITY**		
E.4.1	A biodiversity action plan (Not applicable for stand alone BLF) for natural ecosystem conservation shall be available with the verified unit outlining procedures for responsible management of the impact of tea farming and processing. Natural vegetation, water bodies and natural habitats of animals, birds, and beneficial insects within the periphery of the verified entity are to be identified and nurtured to enhance biodiversity. Measures like afforestation and plantation of shrubs and other woody vegetation including natural vegetative barriers with native species are to be part of the plan and actions.	M	MAIN
E.4.1.1	Total area under tea owned by the entity (in ha)	M	SUB
E.4.1.2	In case of Estate + BLF scope, Tea area registered with the BLF by small holders	M	SUB
E.4.1.3	In case of Estate Field Section register available for verification	M	SUB
E.4.1.4	In case of Estate Average Tea Bush population per ha	M	SUB
E.4.1.5	Number of shade trees available in the Garden	M	SUB
E.4.1.6	In case of Estate Average age of the tree in Years	M	SUB
E.4.2	There shall be no degradation of the natural ecosystem and deforestation of forest land or any other form of encroachment in the forest land as per relevant legal requirements. At a minimum, the entity should be able to demonstrate compliance with non-deforestation from 2014 onwards.	Z	MAIN
E.4.3	Identification and management of existing natural and native ecosystems in and around the tea garden and ensuring that they are left in their existing natural form. No conversion of an existing natural ecosystem in any form or use should be carried out.	M	MAIN
E.4.4	The verified facility should maintain shade trees of the native variety and shall have a plan for afforestation within and around tea plantations without interrupting the existing natural ecosystem	O	MAIN
E.4.4.1	Number of shade trees planted in the previous year	O	SUB
E.4.4.2	Area covered In Ha in the previous year	O	SUB
E.4.4.3	Number of plants planted (age 5 years in afforested area) for afforestation (Refer code book V3 - definition and calculation to understand the afforested area)	O	SUB
E.4.4.4	Area afforested in Ha as on date (in line with the above calculation)	O	SUB
E.4.4.5	Area under forest (Conservation area)	O	SUB
E.4.4.6	Total Fuel clearing area in Ha	O	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
E.4.5	Wildlife within and around the facility shall be documented and analyzed in case any prominent change occurs. These species shall be protected and measures shall be taken to see that there is no confinement, hunting, trafficking or commercial collection. All relevant laws for wildlife protection are to be complied with.	M	MAIN
	List of natural flora and fauna is available for verification	M	SUB
	Adequate pictorial signages displayed to educate the workers and the public on Hunting, trafficking and commercial collection of natural species in and around the garden. Number of workers/Growers trained on Environment protection.	M	SUB
	Animal sighting register available for verification	M	SUB
E.4.6	Verified units shall promote native vegetative barriers between crop production and human activity (such as schools, worker housing and public roads), and natural ecosystems to reduce the possibility of any cross-contamination of fertilizer or PPFs into those areas	O	MAIN
E.4.7	The plant protection formulations and chemical fertilizers preparation, mixing, usage and application shall not be carried out within the buffer zone of 5 meters distance from water bodies, wildlife habitats, areas having human habitation and movement and areas used for other agriculture activities. If there are no options for maintaining such distance due to a unique topography, the producer shall use a suitable organic formulation to ensure that there is no chance of contamination beyond the application area	M	MAIN
E.4.7.1	Vegetative barriers	M	SUB
E.4.7.2	Record of application of organic fertilizer in these areas	M	SUB
E.4.7.3	Aerial application is only allowed under the conditions (Using drones for spraying)	M	SUB

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SL No	Description	Code Type (M/Z/O)	Criteria Type
E.5	**WASTE MANAGEMENT**		
E.5.1	Sustainable management of waste which minimizes impact on the environment and community is to be integrated into the operations. The waste management plan shall include identification, opportunities for prevention, categorization, segregation, reduction, recycling and environment-friendly disposal by ensuring waste hand over to government authorized waste management operators based on the type of wastes handling approval. Practices like the reuse of non-hazardous waste, vermicomposting and biochar application are to be implemented based on feasibility. The process to sensitize all the relevant stakeholders is to be an integral part of the plan.	M	MAIN
E.5.1.1	Number of workers trained on waste Management plan in the previous year	M	SUB
E.5.1.2	Waste management plan available for verification	M	SUB
E.5.1.3	Confirming waste disposal by handed over only to government authorized waste management operators	M	SUB
E.5.1.4	In case currently no vendor available then safe storage shall be ensured	M	SUB
E.5.2	No burning shall be practiced as a method of waste disposal. A policy shall be in place for the management of plastic production or purchase, use, and end-of-life treatment that is updated periodically. Plastic items, PVC and other non-biodegradable and toxic wastes shall never be burnt and shall be disposed of as per government regulations	M	MAIN
E.5.2.1	Availability of the details of plastic use and safe disposal	M	SUB
E.5.2.2	Periodic review of the policy and practices	M	SUB
E.5.3	All hazardous wastes shall be stored in a secured and weatherproof store ensuring access control for unauthorized personnel and external negative impact on the environment.	M	MAIN
E.5.4	The landfills and dumps within the verified facility shall be as per the approval of the applicable statutory authority and have a design that minimizes risks of environmental contamination and damage to human health	O	MAIN
E.5.5	Appropriate regulatory and government authority requirements shall be followed for the discharge of any wastewater from the tea factory and tea gardens. The testing frequency shall be a minimum of once a year or less, if recommended by the approving authority	M	MAIN
E.5.5.1	Waste water report from a accredited lab available for verification	M	SUB
E.5.6	Human sewage-contaminated water (water from sewers and water that may be contaminated with run-off from sewage treatment facilities) shall not be applied in the tea plantations	M	MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
E.5.7	The garden or factory should not deposit into the natural water bodies, surface soil, or pit any form of organic or inorganic solids, such as domestic or industrial waste, rejected products, construction debris or rubble, soil, and stones from excavations, rubbish from cleaning land or other materials	M	MAIN
E.5.7.1	Quantity of Hazardous waste collected and disposed in kgs in the previous year		SUB
E.5.8	Incineration of any type of waste can only be done if the entity has a legally approved permit or license that specifically mentions this activity. In such a case all the requirements must follow the methods approved by the statutory authority. In all other cases, burning/ incineration is completely prohibited.		MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
E.6	**ENERGY MANAGEMENT**		
E.6.1	The verified facility shall make continuous efforts to optimize the usage of energy in its operations through a documented energy management plan including monitoring of the effectiveness	M	MAIN
E.6.1.2	Quantity in kg of tea produced in previous calendar year	M	SUB
E.6.1.3	Total power/Electricity used in factory in kwh in previous calendar year	M	SUB
E.6.1.4	If fuel oil is used, total liters of fuel used for heating in previous calendar year If firewood is used for heating total kgs of firewood used in previous calendar year	M	SUB
E.6.1.5	Own firewood from Fuel clearing area in kgs	M	SUB
E.6.1.6	Monthly consumption register is maintained for power & fuel ratio	M	SUB
E.6.1.7	Tracking of monthly trend of electricity and energy consumption per Kg of Tea produced	M M	SUB SUB
E.6.1.8	If coal is used for heating total kgs used in previous year	M	SUB
E.6.1.9	If Agri briquettes are being used, Quantity used in the previous year in kgs	M	SUB
E.6.1.10	Qty of TD Oil used for heating in the previous calendar year Ltr	M	SUB
E.6.1.11	Qty of CNG used for heating in the previous calendar year in Cubic Mtr.	M	SUB
E.6.2	The facility must carry out an energy audit of all processing areas in the garden and factory by a competent agency or individual in a minimum frequency of three years. In-process transportation and storage areas within the facility should be included in the scope of the audit. Documented plans to be prepared to address the actions arising out of the energy audit carried out in the facility	M	MAIN
E.6.2.1	Energy audit report	M	SUB
E.6.2.2	Energy management plan	M	SUB
E.6.3	The verified facility shall be aware of and demonstrate compliance with national legal obligations with respect to energy use, energy use-related emissions, fuel use, electrical power and fuel-burning installations	M	MAIN
E.6.4	Any long-term negative trend observed in usage efficiency over a seasonal cycle of production should be analyzed and documented actions are taken to improve the same	O	MAIN
E.6.5	The facility should study the feasibility of purchasing or captive renewable energy as a part of the energy management plan	O	MAIN
E.6.5.1	If the entity used solar energy, quantity of energy generated and used by the entity in last year in KWH.	O	SUB

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.1	**TRACEABILITY FOR PRODUCT SAFETY**		
S.1.1	Records of the volume of verified and non-verified green tea leaf harvests are made available and regularly maintained.	O	MAIN
S.1.1.1	Total tea area in Ha under harvest	O	SUB
S.1.1.2	Availability of register for recording own verified green leaf and records are maintained and are up-to-date	O	SUB
S.1.1.3	Quantity of green leaf harvested during last year	O	SUB
S.1.1.4	Availability of register for purchased verified green leaf and non verified leaf and records are maintained and are up-to-date	O	SUB
S.1.1.5	Quantity of green leaf purchased during last year	O	SUB
S.1.1.6	Labelling (label, colour tags etc) for differentiating verified and non-verified tea leaves at all stages including production, transport and sale	O	SUB
S.1.1.7	Availability of record showing the verified and non verified tea leaves sold and records are maintained and are up-to-date	O	SUB
S.1.1.8	Availability of separate lines of production for Verified and Non verified tea leaves	O	SUB
S.1.1.9	In case of Non verified produced by the entity. Volume of Non verified tea produced in Kgs	O	SUB
S.1.1.10	Equipment used to define the weight or volume of the certified product is calibrated annually	O	SUB
S.1.2	Records of the volume of verified and non-verified green leaves sold/bought are available and regularly maintained. (The daily record has to be maintained for each individual STG in case of both fully verified or partially verified leaf supplied to the factory)	M	MAIN
S.1.2.1	Verified farmers list available for verification	M	SUB
S.1.2.2	Daily leaf collection record from the verified growers available for verification	M	SUB
S.1.3	A clear process of physical segregation of all non-verified tea from Verified tea during manufacturing and storage and invoicing shall be implemented. For any unit that is fully verified, daily leaf supply records of individual farmers shall be maintained to substantiate that all the supplies are from verified growers. The maximum quantity of leaf supplied in a year shall be within the approved quantity in the certificate. (+10% tolerance may be applied to account for seasonal and weather effects)	Z	MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.1.4	There shall be at least one person available at the verified facility who shall be made responsible for traceability and will provide a list of verified tea packed and sold by the facility. The organization shall be responsible for traceability and the manufacturing unit should be able to demonstrate the traceability of the green leaf source for the verified tea manufactured by the facility through its actual practices and record keeping. *Note – Compliance on trustea mark and logo must be inline with the Claims Management Policy documents available on *trustea* website"	M	MAIN
S.1.4.1	Formal designation of a person in the facility to ensure traceability and availability of a document enumerating the responsibilities of the designated person. Name and Designation	M	SUB
S.1.4.2	The designated person should have adequate qualification and experience and be conversant with the traceability procedure of the organisation. Number of years of experience	M	SUB
S.1.4.3	Designated person should provide evidence that traceability is ensured and maintained at every stage of processing	M	SUB
S.1.4.4	The designated person also needs to provide evidence that he prepares and maintain a list of verified tea packed and sold by the facility	M	SUB
S.1.4.5	The designated person shall provide evidence that he monitor the segregation of verified and non verified teas	M	SUB
S.1.4.6	Only the approved logo can be used on verified tea wholesale bags. Entity to ensure the same is not used any non-verified wholesale tea pack. (Entity must not copy, reproduce or otherwise use the *trustea* Verified Seal without prior approval and must follow the rules mentioned in the logo usage guidelines)	M	SUB

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.2	**FOOD SAFETY**		
S.2.1	The entity must adhere to a Standard Operating Procedure (SOP) for maintaining food safety including sanitary and hygiene and legal requirements including legal requirements to be followed by all personnel, machinery and processes each stage of manufacturing, storage area, external premises in the manufacturing process from raw material input up to packaged finished product. This should include all necessary guidance for visitors. The SOP should be linked to a food safety risk assessment.	M	MAIN
S.2.1.1	Availability of SOP for all the stages of tea processing (Withering, Rolling Fermentation, Drying, sorting, storing, packaging and dispatch) include the field operations (Leaf harvest, leaf handling, leaf transport to factory and leaf quality)	M	SUB
S.2.1.2	Records for inspection and update of all documents from time to time from the authorized persons with a records of non conformities and corrective action plan	M	SUB
S.2.2	Compliance with the SOP is to be ensured by adequate effective training and shop floor practices for each area and record keeping to demonstrate the same	M	MAIN
S.2.2.1	Number of workers and staffs trained on SOP	M	SUB
S.2.3	Health and hygiene requirements including adequate dress and footwear are to be ensured for all individuals who enter the food processing area including all employees and visitors	M	MAIN
S.2.4	No individual with an infection should be allowed to enter the processing facilities. An adequate and verifiable screening mechanism should be available at the entry point of the unit	M	MAIN
S.2.4.1	Availability of Medical fitness certificate of the workers certified by the Doctor	M	SUB
S.2.4.2	Daily checking of infections including cut and wounds	M	SUB
S.2.5	Visual display mentioning do’s and don’ts shall be put up at a prominent location at the entry and in the processing areas in a language/ languages understood by all personnel including visitors	M	MAIN
S.2.5.1	Visual signages on prohibition of smoking, spitting, eating and chewing in the processing area	M	SUB
S.2.5.2	Awareness among the workers on the above prohibition and violations if any	M	SUB
S.2.5.3	Provision of separate areas(other than the processing area) for eating and food storage to avoid cross contamination	M	SUB
S.2.5.4	Under do's and don’ts it should be ensure that PPE to be provided free of cost to all the workers including Visitors	M	SUB

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.2.6	There must be a facility for proper washing of hands and feet at the entry	M	MAIN
S.2.7	Segregated changing facilities for males and females shall be provided before entering the processing area	M	MAIN
S.2.8	An adequate number of toilets of appropriate hygienic design with separate enclosures for males and females and a modesty partition for the female toilet facilities, shall be provided. The facility should not open directly into food processing, handling or storage area	M	MAIN
S.2.8.1	Provision of Washing station in the factory premise	M	SUB
S.2.8.2	Maintenance of a schedule and register or cleaning record for recording daily cleaning of washing station and toilet to ensure it is safe and hygienic	M	SUB
S.2.8.3	Adequacy of the Number of toilets facilities appropriate for the number of workers present and separation of toilets for male and female workers. Number of toilets available in the Factory	M	SUB
S.2.9	The entity shall provide continuous supply of water for the lavatories/ urinals including wash basins with soap/ liquid handwash and a foot wash hygiene station with availability of adequate facility for hand drying near the exit area of the lavatory/ urinals	M	MAIN
S.2.10	Sufficient lighting and access pathway are to be provided so that the lavato-ries/toilets are accessible during all working hours in all weather conditions	M	MAIN
S.2.11	Designated cleaning personnel shall be deployed to maintain all the facilities including toilets	M	MAIN
S.2.12	The factory shall keep processing and storage facilities (walls, floor, windows etc.) clean, well-maintained, and waste-free to avoid contamination. The facility should have good air circulation with extraction fans in dust-prone areas and sufficient light in sorting areas	M	MAIN
S.2.12.1	Status at site with regard to house keeping, ventilation and sufficient illumina-tion	M	SUB
S.2.12.2	Shortcoming if any with regard to maintenance or infrastructural issues	M	SUB
S.2.13	A risk management plan shall be developed and deployed for the identification and prevention of contamination of the food in the manufacturing process from input to final output. This plan must include Plastic, Metal, Wood, Glass, Jewellery, Asbestos (if applicable) policies with verifiable SOP to mitigate food contamination risk.	O	MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.2.14	Cleaning, sanitation and maintenance are to be followed to ensure the food processing equipment, factory areas, and outlying area including the shopfloor drainage system are maintained in clean and hygienic condition. A plan to carry out adequate microbial tests of the equipment and surfaces to establish the efficacy of the cleaning and sanitation process is to be implemented	M	MAIN
S.2.14.1	Record showing the cleaning Sanitation schedule indicating frequency, method, dosage of chemical and responsibility. In case of using cleaning material, It should be food grade. Name of the chemical used for cleaning		SUB
S.2.14.2	Adequacy of the Cleaning programme and day to day update of Cleaning and sanitation Record	M	SUB
S.2.14.3	MSDS for cleaning Chemicals and their display in respective areas		SUB
S.2.14.4	Display of cleaning and sanitation instructions in respective areas	M	SUB
S.2.14.5	Validation (Report of microbiological swab test) record for effective sanitation		SUB
S.2.15	Any lubricant or cleaning material that is applied on equipment and surfaces in direct contact with the material under process must be food grade as certified by the manufacturer. If water is used for cleaning, periodic tests must be carried out to ensure the water used for cleaning is free from microbial contamination	M M	SUB
S.2.15.1	Availability of specification and purchase orders for cleaning materials	M	SUB
S.2.15.2	Inventory of cleaning materials, lubricants and any substance (which comes in contact with tea) which are used in the tea factory	M	SUB
S.2.15.3	Water Test report available if humidifier used for processing tea		SUB
S.2.16	A designated place must be available to keep disinfectant and other cleaning materials, separated from the processing area to prevent contamination		MAIN
S.2.17	The factory has to take adequate and verifiable measures to ensure there is no entry and infestation of rodents, pests and insects in all processing and storage areas		MAIN
S.2.18	The factory is able to provide evidence of residue testing done twice a year in compliance with requirements stipulated by the Plant Protection Code (PPC) and FSSAI for Tea. Residue testing is to be done twice in a year with a gap of 6 months (+/- one month) during the production period. (In case of a break-in in the production process the test needs to be conducted within 2 months from the date of commencement). The verified facility will promptly notify the buyers if the sold tea appears to reach/exceed the maximum residue limits		MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.3	**OCCUPATIONAL HEALTH AND SAFETY**		
S.3.1	A policy statement of the organisation must be in place on the occupational health and safety of the workers that include the legal requirements	M	MAIN
S.3.2	There shall be a documented risk assessment and relevant verifiable action plans, covering all potential occupational health or safety risks of the work-force. The risk assessment document shall have a health & safety committee responsible for overall safety-related risk mitigation.	M	MAIN
S.3.2.1	Grievance and feedback related risk and mitigation shall be considered in the risk assessment	M	SUB
S.3.3	There shall be documented training in place for all workers engaged in various jobs as appropriate to the task and as per the risk assessment	M	MAIN
S.3.3.1	Number of workers trained on Occupational risk and safety	M	SUB
S.3.4	The verified facility shall provide a safe working environment with respect to building safety, machinery safety, fire safety, electrical safety, air quality, noise, and lighting levels which shall all be within safe parameters as per legal requirements	M	MAIN
S.3.4.1	Availability of Stability certificate, Lux and noise report , Air quality report for verification	M	SUB
S.3.4.2	If any deviation from the recommended level of above reports, rectification record available for verification	M	SUB
S.3.5	Fuel (petrol/diesel/gas/kerosene coal/firewood shall be stored in such a way that there are no risks from fire and flood or contamination of the area. The fire safety provisions shall be undertaken and documented in accordance with the relevant legal requirement and applicable license based on the type and quantity of fuel being stored	M	MAIN
S.3.6	The verified facility shall have atleast one First Aid trained person available in every shift at the operational areas	M	MAIN
S.3.6.1	Number of workers trained on First Aid , (Male + Female = total)	M	SUB
S.3.7	In case of any government-mandated health emergency, all applicable proto-cols must be followed by the entity and adequate records are to be maintained to demonstrate compliance	M	MAIN
S.3.8	A register shall be maintained documenting all the occupational health and safety incidents and accidents in the garden and/or factory. A corrective action plan shall be implemented to prevent such occurrences	M	MAIN
S.3.9	All legal compliances related to workforce accidents including statutory reporting, corrective action, and legally mandated actions must be complied with. The entity shall maintain reports on actions taken by the management and compensation provided as per law	Z	MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
S.3.9.1	Number of accidents reported in the previous year	Z	SUB
S.3.9.2	Date of last accident reported in the Factory/Garden	Z	SUB
S.3.10	Personal protective equipment (PPEs) Including govt. mandated PPEs in public health emergencies with reference tea-specific requirements if any) and clothing shall be provided free of cost to all workers on hazardous jobs, must be suited to the type of work, product (as per the MSDS) or machinery (as per the instruction manual) handled and the PPE should be used properly by the workers. The usage of PPEs must have a clear link with the risk management plan related to workplace health and safety	M	MAIN
S.3.10.1	Availability of separate PPE for each individual (Dedicated dress, goggles, mask, gloves) and separate washing area with water and soap facility and related awareness to the workers	M	SUB
S.3.11	Adolescent workers (who have completed their fourteenth year but have not completed his/her eighteenth year) and women, shall not be involved in handling and spraying agrochemicals and any hazardous processes like handling storage and disposal of hazardous containers, and PPEs. Compliance with the Child Labour Prohibition Act is mandated and The child and young labour policy shall cover Remediation measures in case of violation	Z	MAIN
S.3.11.1	Availability of list of spraying workers and handling chemicals	Z	SUB
S.3.11.2	Number of workers who work in handling/spraying chemicals	Z	SUB
S.3.11.3	Number of workers trained in use of PPE for their area of work in handling/ spraying chemicals	Z	SUB
S.3.11.4	Child and Young labour policy shall ensure the remediation measures	Z	SUB
S.3.12	The verified facility should provide free access to clean and safe (potable as per national or local legislation, whichever is higher) drinking water for all workers(potable as per national or local legislation, whichever is stricter)	M	MAIN
S.3.12.1	Access to drinking water is not restricted and is available in all areas of the work place	M	SUB
S.3.12.2	All water points are legible marked "drinking water" in a language understood by a majority of the workers employed in the factory and no such points are situated within six meters of any washing place, toilets, open drain carrying sludge or effluent or any other source of contamination unless a shorter distance is approved in writing by the Chief inspector	M	SUB
S.3.12.3	Drinking water provided in the garden is clean and potable	M	SUB
S.3.12.4	Availability of record of Annual test report of the water to ensure it is potable	M	SUB
S.3.12.5	Record to show that water samples are drawn from the places used by workers and testing is carried out by laboratories accredited by an appropriate authority	M	SUB

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S.3.13	Medical facilities including first aid boxes for workers and their families (as prescribed by the local law) should be provided at work facilities	M	MAIN
S.3.13.1	Maintenance of dispensary or first aid post, cupboard , box or kit by protecting them from contamination by dust and moisture with regard to size of the plantation and the possible risk and available at the place of work.	M	SUB
S.3.13.2	Medicines including over the counter medicines are not provided or made available to workers, without the prescription of the licensed physician or other	M	SUB
S.3.13.3	The kit contain simple and clear instructions to be followed and kept in the charge of responsible person qualified to render first aid	M	SUB
S.3.13.4	Check rules for extending medical facility to the workmen and adequacy of medical cover for the intended beneficiaries	M	SUB
S.3.14	The entity shall endeavor to provide toilet facilities / Latrine accommodation in the cultivation area as per relevant regulatory provisions (Plantation Labour Act and State Rules).	M	MAIN
S.3.14.1	Number of toilets planned to be constructed in current year in plantation area	M	SUB
S.3.14.2	Total number of toilets available in the Plantation area	M	SUB

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SL No	Description	Code Type (M/Z/O)	Criteria Type
L.1	**FAIR WAGES AND DECENT WORK**		
L.1.1	The verified facility shall maintain documents to show the records of all workers employed, including temporary and casual workers, each year in the factory and on-field. The documentation shall include names, the average monthly payment (including cash in-kind), age and gender. Ensure an established process for workers to be provided with information relating to any decision that changes or affects their terms of employment.	M	MAIN
L.1.1.1	There is a list of current service providers, suppliers, intermediaries and subcontractors.	M	SUB
L.1.1.2	Mechanisms are in place to ensure that they comply with applicable requirements of the Standard for work within the scope of certification	M	SUB
L.1.1.3	Availability of the process to ensure information sharing for employment on necessary terms and treatment for all workers including migrant, casual or agency workers	M	SUB
L.1.1.4	Availability of responsible recruitment policy and appointment letter with all applicable rights including payment of wages	M	SUB
L.1.2	Equal work shall be remunerated with equal pay.	Z	MAIN
L.1.3	All workers (permanent, temporary, contractual and migrant) shall be paid the same gross wages that comply with national legislation or collective bargaining agreements whichever is higher. If workers are paid per unit weight of harvested tea, on a normal working day they shall be allowed to earn at least the national or sector-established minimum wage. Deductions from wages for any reason shall not be made beyond the provisions of the law and without the consent of the employee. Company policy on wages and the appointment letter shall state that the compensation and remuneration will be made based on applicable CBA or Govt. notified wages.	Z	MAIN
L.1.4	Workers shall not be required to work more than the legally mandated hours and overtime hours per week and per quarter. The weekly day off shall be provided as per applicable legal provisions. Seasonal allowance to exceed standard overtime hours is permissible subject to written approval from the relevant authority. Also overtime payment shall be made as per the law. Policy for regular working hours and overtime, shall clearly state, overtime is voluntary and no penalties will be imposed on workers for refusing overtime. Availability of provision of equal opportunity for overtime among all types of workers, and way for workers to report cases of involuntary overtime to management must be the part of the policy.	Z	MAIN

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L.1.4.1	Confirm the availability of the process where the work is assigned by the daily deployment book in the respective ares and recorded	Z	SUB
L.1.4.2	Working hour and overtime policy is there and displayed and clearly visible to all	Z	SUB
L.1.5	For any work done on a closed holiday in the plantation or on any other day of rest, a worker shall be entitled to the legally applicable rates of ordinary wages as in the case of overtime work	Z	MAIN
L.1.6	If an estate employs adolescent workers, then no adolescent worker shall be given work for more than twenty-seven hours a week and follow all other requirements as maintained in the PLA, 1951	Z	MAIN
L.1.7	The verified unit (where applicable) shall provide Provident Fund (PF) for all its employees (permanent and temporary) & Gratuity and Pension schemes for all its permanent employees conforming to national norms. PF benefit to be extended to the tea gardens/factories workers from the date of joining	Z	MAIN

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SL No	Description	Code Type (M/Z/O)	Criteria Type
L.2	**Workers' Rights**		
L.2.1	The verified facility shall respect the right of all workers to establish and/or join a worker organization of their choice. The facility shall not in any way block the effective functioning of such organisations. A clear process of including inputs received from workers representative shall be considered during the policy making.	M	MAIN
L.2.1.1	Number of workers trained on workers rights		SUB
L.2.2	The verified facility shall respect the rights of workers to engage in collective bargaining and demonstrate proactive engagement with workers' organizations.	M	MAIN
L.2.3	The verified facility shall not permit the use of forced or bonded labour (As per ILO definition of slave labour) under any circumstances, including workers sourced through third-party contractors. Training on employment must include all workers (including new joinees) ensure pertaining necessary information about the termination, retirement and disciplinary action. Documented HR procedure for transparent recruitment and training procedure for migrant workers with clear, complete information about their working terms and conditions as well as their rights, pre-departure and post-arrival, in a language that they understand. Separate policy for migrant labour must include the necessary information on freedom of movement, terms of joining and leaving the organization etc. Process of Management Monitoring must be ensured at all levels.	M	MAIN
L.2.4	No labour shall be employed below the age of 14 years		MAIN
L.2.5	Equality of treatment: Workers shall have access to jobs, training, and promotion on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin. . Availability of Documented procedure shall ensure transparency in recruitment, complete information sharing to all worker about their working terms and conditions as well as their rights, pre-departure and post-arrival, in a language that they understand		MAIN
L.2.5.1	Daily wage per day of 8 working hours, paid permanent workers		SUB
L.2.5.2	Daily wage per day of 8 working hours paid to temporary female workers		SUB
L.2.5.3	Daily wage per day of 8 working hours paid to male temporary workers		SUB
L.2.5.4	Daily wage per day paid to male factory workers		SUB
L.2.5.5	Daily wager per day paid to female factory workers		SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
L.2	**Workers' Rights**		
L.2.6	All permanent and temporary workers shall receive all maternity entitlements and protection in line with national law and practice. Maternity leave shall not result in any discrimination, loss of seniority or deduction of wages	Z	MAIN
L.2.7	No pregnant female employees should be dismissed from their employment just prior to the legal period of service for qualifying for maternity benefit	M	MAIN
L.2.7.1	Number of permanent women avail maternity benefit in last two years	M	SUB
L.2.7.2	Number of temporary women avail maternity benefit in last two years	M	SUB
L.2.8	The verified facility and its staff shall not engage in the use of corporal punishment, mental, physical or sexual harassment, or any kind of intimidation at the workplace	Z	MAIN
L.2.9	An entity must have a policy in place to prevent and address sexual harassment and other forms of violence against women and girls. Ensure effective implementation of the policies in creating a safe and empowering workplace as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and relevant revisions. The process to refer survivors of violence to essential community services such as healthcare, psychological support, legal aid, etc. should be a part of the policy. Awareness programmes shall be in place to increase safety for women and reduce gender-based violence both for workers and women in the community.	Z	MAIN
L.2.10	All tea estates and bought leaf factories must set up an Internal Committee (IC) with suitable representation must be set up and employees should be trained on how to lodge complaints. All employees, managers and supervisors must be trained on sexual harassment and rights for grievance redressal through grievance mechanisms to report cases of sexual harassment or other forms of violence. This mechanism must be designed in a simplified way so that it is easily accessible to the relevant stakeholders with different modes of communication, including oral communication. However the final complaint shall be in writing, and in case complain cannot be made in writing, the Presiding Officer or any member from IC, or LC shall render all reasonable assistance to the woman for making the complaint in writing. The mechanism must ensure that the confidentiality and safety of the aggrieved woman or the reporter is protected.	Z	MAIN
L.2.10.1	Number of Workers trained on POSH ACT in previous calendar year	Z	SUB
L.2.10.2	Having a policy in place to prevent and address sexual harassment and other forms of violence against women and girls	Z	SUB

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
L.2	**Workers' Rights**		
L.2.10.3	Having grievance mechanisms in place so that workers can report cases of sexual harassment or other forms of violence. Display of contact details of the committee play of Contact details of IC committee	Z	SUB
L.2.10.4	Process to establish awareness amongst the workers of the laws and work-place policies to prevent and address sexual harassment, gender equality and other forms of violence	Z	SUB
L.2.10.5	SOP for the trained supervisors on how to identify, prevent, and address sexual harassment in the workplace includes essential community services such as healthcare, psychological support, legal aid etc	Z	SUB
L.2.10.6	Verification of training for employees & supervisors	Z	SUB
L.2.10.7	Availability of Internal Committee (IC) as per POSH Act requirement Chaired by women	Z	SUB
L.2.10.8	Number of Members in the committee	Z	SUB
L.2.11	The entity must ensure that any complaints of sexual harassment or violence are given due consideration as per the established mechanism. There should be no instance of negligence, denial of the right to lodge the grievance, or any effort to suppress the incident which denies the right of the complainant or justice	Z	MAIN
L.2.12	Top management is accountable for periodic reviews to verify that the effective grievance mechanism is in place and confirm employees' rights are protected. Corrective and punitive actions must be taken in case of any adverse findings	M	MAIN
L.2.13	"In every plantation wherein fifty or more women workers (including perma-nent, temporary workers employed directly or through any contractor) are employed or were employed on any day of the preceding twelve months, or where the number of children of women workers (including women workers employed by any contractor) is twenty or more, the employer shall provide and maintain suitable rooms (Creche) with adequate sanitation, drinking water, food prescribed and sleeping areas for the use of children of such women workers. All provisions should adhere to the relevant requirement of clause number 12 in the relevant state rule of the plantation Labour act 1951"	M	MAIN
L.2.14	The plantation should provide (permanent) workers (including their families) housing accommodation as per PLA 1951. The equivalent alternate facility as per government-sponsored schemes can also be provided for housing and toilet facilities. In case the facility cannot provide accommodation to workers then house rent can be paid as per the relevant state notification	M	MAIN

	Code Version : 3.1.0		
SL No	Description	Code Type (M/Z/O)	Criteria Type
L.2	**Workers' Rights**		
L.2.14.1	A measurable time-bound auditable plan for the entity on the shortfall of housing with defined annual goals	M	SUB
L.2.14.2	A measurable time-bound auditable plan for the entity on the maintenance & repairing of the existing houses (annual plan)	M	SUB
L.2.14.3	Do all families residing in the garden provided quarters have access to the toilet facilities as per legal requirement?	M	SUB
L.2.14.4	Number of toilets constructed in previous calendar year in housing	M	SUB
L.2.14.5	Number of dwellings without adequate toilet facilities as per legal requirements	M	SUB
L.2.14.6	Total number of people residing in the garden as per the censes record	M	SUB
L.2.14.7	At the end of the 1st two-year cycle of certification 50% compliance to the plan is mandatory	M	SUB
L.2.14.8	If the answer in L 2.14.3 is No, Does this entity have auditable plan with 100% completion target within 3 years.	M	SUB
L.2.14.9	Number of toilets planned to be constructed in current year in housing	M	SUB
L.2.15	The plantation should make provision for adequate potable water daily per head of the resident population. The number of water points provided per household and the distance of the water points should be adequate and as per legal provisions. If the supply is from a ring well or a tank (which should be only in exceptional circumstances where supply is not possible from taps or tube wells). All potable water shall confirm to the requirements as per the IS10500.	M	MAIN
L.2.15.1	Provision for adequate potable water provided daily per head of the resident population	M	SUB
L.2.15.2	Availability of adequate no of water points@ one for every 4 to 5 families subject to the condition that in no case the remotest house served shall be beyond 100 yards	M	SUB
L.2.16	If there are more than twenty-five children (aged between six and twelve) of permanent workers, primary education shall be made available to them under PLA 1951.	M	MAIN
L.2.17	The verified facility shall set up a grievance reporting system that protects the identity and rights of the worker and reports on the action taken for the same shall be available	M	MAIN

Annexure - B - Assessment Checklist for Small Tea Growers (STGs)

CHECKLIST TO BE MAINTAINED AT STG LEVEL

(Extracted from the Code Version 3.1.0)

Small Tea Growers

Name of the Grower.....(M/F)

Address.....

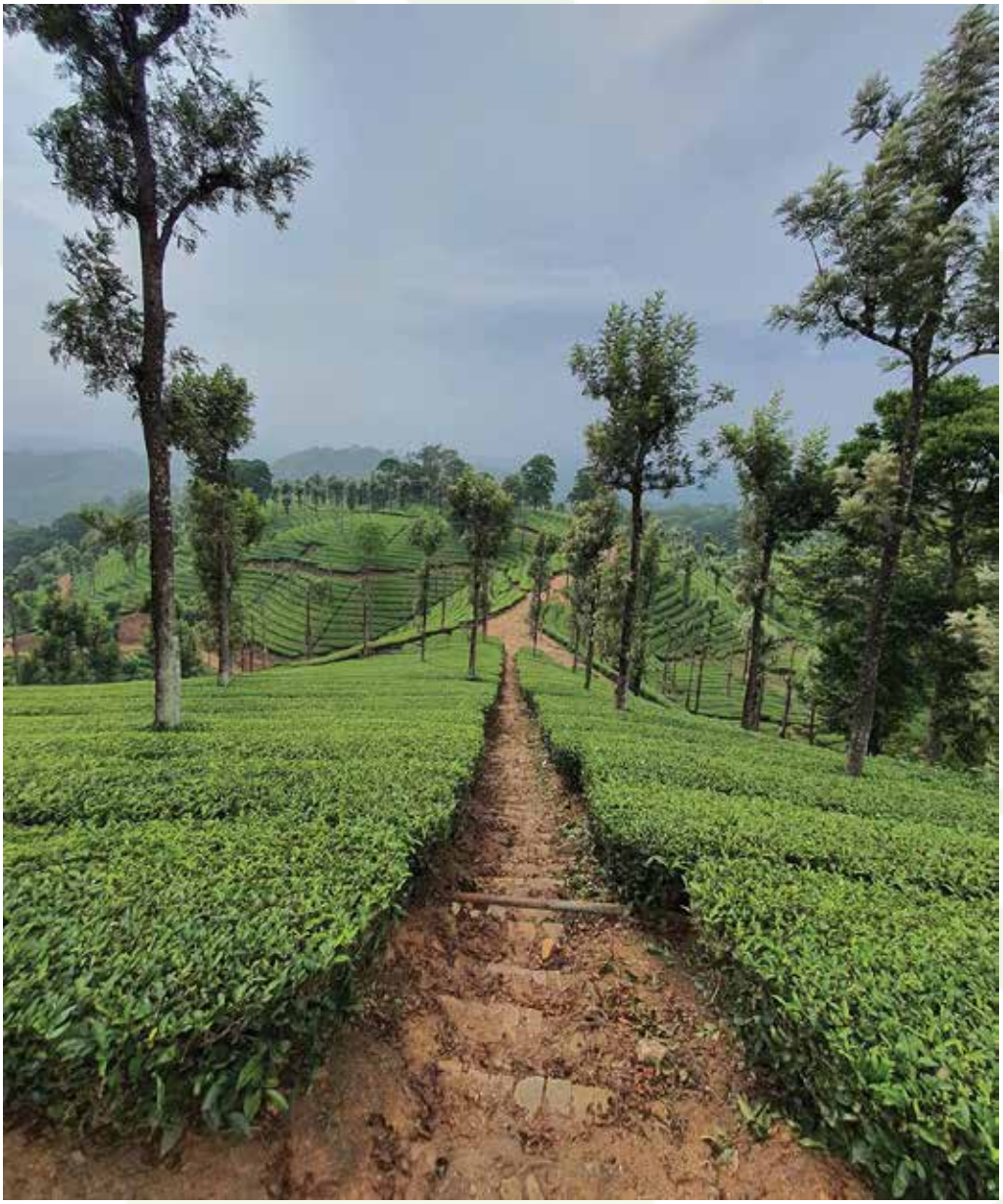
District .....

Contact No..... Date of Visit.....

Estimated Tea Production (GreenLeaf) ..... Village.....

Workers: Male..... Female..... Tea Area (Ha).....

SL NO	Criteria	Observation Record	Criteria Type (M/Z/O)	Notes
1	G1.8 / G1.9 / G1.11	Farm Dairy / Records - Display of Map with clarity in Farm Dairy & agreement copy should be available with the BLF duly sealed and signed.	MCP	
2	G1.10 / E3.2	Legal Documents (Land Documents / Biometric Card / NOC from Local Panchayat)	MCP	
3	E1.1	Records of training and meetings of Soil Health Management and records of ITK practices if applicable	MCP	
4	E.4.5	Register for sightings of wildlife	OCP	
5	E5.1 to E5.8	Waste Management training records along with the registers to record the safe disposal of the hazardous wastes like empty chemical containers. Availability of colour-coded dustbins or similar mechanism for Waste Management	MCP	
6	E1.1 / E1.2 / E1.5 & E1.6	Identifying Soil Erosion prone areas & availability of verifiable prevention mechanism plan (if applicable)	MCP	
7	E2.2	Legal permit for water withdrawing (if applicable)	OCP	
8	E.3.1 , E.3.3	Maintaining the records for agrochemical application, dosage should be maintained in farm dairy & purchase records should be maintained by the farmer or the agent or the factory (minimum 4 years records keeping from wherever applicable)	MCP	

SL NO	Criteria	Observation Record	Criteria Type (M/Z/O)	Notes
09	E3.4	Proper Segregation and Storage of fertilizer and agro-chemicals separately in a dry and well-ventilated area with a locking facility	MCP	
10	E.3.1	Availability of implementation plan to gradually reduce agrochemical usage. Records of organic inputs usage and dosage (if applied)	OCP	
11	E.3.2	Availability of the list & records of awareness training on banned chemicals. Display of list of Approved Chemicals as per PPC latest version	MCP	
12	E.3.4	Availability of spillage tray with sand in the chemical mixing area (in the field) with maintaining appropriate distance from natural water bodies, drinking water sources, children's play areas, food stores, clinics and fish ponds and similar.	MCP	
13	E.3.4	Visual warning signs on re-entry time after agrochemical application. Display of MSDS in the local language in chemical storage area – emergency action plan in case of accidents and spillage of agrochemicals.	MCP	
14	E.4.5, E.4.7	Warning and cautionary signages in the local language - for Buffer Zone, Storage Area for Fertilizer & Agrochemi-cals, 'No Hunting' signage and all other Hazardous activities wherever applicable	MCP	
15	E.5.6	Control mechanism for chemical contaminated water run-off, wastewater of human sewage and availability of toilet facility septic tank & soak pit.	MCP	
16	S.1.2	Availability of register for recording own verified green leaf sold and daily records must be maintained. (Green Leaf Challan / Records)	ZTCP	
17	S.3.10 , S.3.11	Training record on the correct use of PPE for chemical spraying, etc. PPEs should be provided free of cost to the workers wherever applicable Availability of List of workers who are spraying chemicals.	MCP	
18	S.3.10	Availability of separate PPE (dedicated dress, goggles, mask, gloves) and sprayers washing area with water and soap facility and training on related awareness to the workers.	MCP	
19	S.3.12	Availability of potable drinking water for the workers	MCP	
20	S.3.13	Availability of First Aid Box & eye wash facility for the workers	MCP	
21	L.1.1 , L.1.3	Availability of applicable wage/ payment agreements & wage payment registers with male-female, permanent - temporary segregation.	ZTCP	

SL NO	Criteria	Observation Record	Criteria Type (M/Z/O)	Notes
22	L.1.1 , L.2.4	Training record & awareness on no child labour appointment	ZTCP	
23	L.1.1 , L.2.4	Date of birth proof for the worker	ZTCP	
24	E.4.1 , E.4.4	Records & recommendations for shade tree planting	OCP	
25	E.5.2	No waste shall be burnt. Biodegradable waste shall be used to make compost.	OCP	
26	E.1.3	Soil Analysis Report wherever available either with STG or with the Entity	OCP