

tSTF01PQC _ Pre-qualification Checklist for Entity		Issue Date - March 2020		Revision Date - 18.08.2022
Code Criteria	Criteria description	Remarks (Y/N)	Target Date of compliance achievement	Required documents
NA	Was there a change of ownership in the last 12 months, if yes then when?			Change of ownership document, Status of PF and Gratuity at the time of the change
NA	Does the entity run on lease?			Lease Document
NA	Have you ever been gone through trustee implementation process? If yes, please share when?			Explain from where and how you have received the information
NA	Have you compiled the list of STGs supplying to the unit? (applicable only to units interested in verifying their tea produced from bought leaf)			information to be submitted on trustee STG format
6.2	The verified facility shall not use any PPFs that have been banned by the central and state government or its affiliated bodies			List of chemicals currently in use
9.7	Equal work shall be remunerated with equal pay			Latest Payment register for all workers (previous one month)
9.8	The temporary workers shall not be paid less cash wages than the permanent workers.			Latest Payment register for all workers (previous one month)
9.9	Workers (permanent and seasonal) are paid gross wages that comply with national legislation or collective bargaining agreements whichever higher. If workers are paid per unit weight of harvested tea, in normal working day (maximum of 6 days a week and 48 hours) they shall be allowed to earn at least the national or sector established minimum wage. Deductions from wages for disciplinary purposes shall not be made beyond the provisions of the law			Latest Payment register for all workers (previous one month)

9.11	Workers shall not be required to work more than 48 hours per week on a regular basis and shall be provided with a weekly day off. In the event of engagement beyond 48 hours, as per the state and national legislation, it shall never be more than 12 hours a week.			Overtime register for all workers and the payment confirmation details received by the workers (last two months details)
9.13	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.			<ul style="list-style-type: none"> <li>a) Last submitted PF chalan</li> <li>b) Number of workers with UAN registration number</li> <li>c) Last workers PF deduction details in reference to the last chalan</li> <li>d) Confirm if any management staff is also covered under PF. If yes then share the PF deduction for the same month to match the amount</li> <li>e) if any worker is not covered under PF then the PF enrollment application to be shared</li> </ul>
9.20	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			<ul style="list-style-type: none"> <li>a) Maternity benefit register for last one year</li> <li>b) Birth register for temporary and permanent workers</li> <li>c) Payment proof for the eligible workers</li> </ul>

10.2	<p>There shall be no degradation and deforestation of the notified forest land or any other form of encroachment in the forest land.          (To validate the above, mandatory confirmation that, from the year 2012 onwards: 1. Entity which has applied to be considered for membership and certification of the trustea program, has not carried out the the following activities which can be construed as a punishable offence as per Section 26 the Indian Forest Act 1927 as per the latest amendments. “makes any fresh clearing prohibited by section 5, or sets fire to a reserved forest causes any damage by negligence in felling any tree or cutting or dragging any timber”, 2. No existing natural eco system has been converted for the purpose of cultivation and/or production of tea )</p>			<p>a) Map of the tea area with legal proof          b) Confirmation on the availability of STGs' legal land documents</p>
NA	PCB clearence for Air and Water			Valid Certificate copy
NA	Valid Factory licence			Valid Certificate copy