

EoI for trustea Standard Enrollement by the Certification Bodies

Trustea Sustainable Tea Foundation

5th Floor, Unit No. 506, The Chambers, 1865, Rajdanga Main Road, Kolkata - 700107

W: www.trustea.org | E: support@trustea.org |

Doc Ref No – tSTF CBEoI01, Date – 28.11.2024



Expression of Interest (EoI) for Certification Body Enrolment

1. Introduction

The Trustea Sustainable Tea Foundation is committed to fostering a credible and effective certification system to promote sustainable practices in the tea sector through the voluntary trustea sustainability standard for tea in India. Certification bodies (CBs) play a crucial role in ensuring compliance with the Trustea Code.

Please refer to our website www.trustea.org for more details.

2. Objective

The objective of this EoI is to define the criteria for the enrolment, evaluation, and engagement of Certification Bodies (CBs) responsible for auditing, verifying, and certifying tea producers under the Trustea Code of Conduct.

3. Scope of Work

Certification bodies will:

- Conduct impartial and transparent audits of tea producers based on the Trustea Code.
- Ensure compliance with sustainability, social, and environmental standards.
- Provide certification decisions based on objective evidence collected during audits.
- Ensure auditors possess the necessary competence, impartiality, and independence.
- Maintain accurate and up-to-date records of audit results and certifications issued.
- Support continuous improvement of tea producers' practices through feedback and follow-up audits.

4. Eligibility Criteria

Certification Bodies applying for enrolment must meet the following criteria:

I. Legal Status:

- a) Submit a Certificate of Incorporation or a Registrar of Companies (ROC) document to establish legal status in India.
- b) Provide a copy of the Certification Body's Articles of Association.

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II. Accreditation:

- a) Submit a copy of NABCB accreditation for ISO 17065.
- b) Alternatively, provide evidence of provisional approval from NABCB

III. Experience in Agriculture:

- a) Provide a list of clients certified in the agriculture sector for ISO 14001, ISO 45001, ISO 22001/FSSC 22001, SA8000 or similar
- b) Submit a list of auditors and technical experts qualified in sustainability standards preferably for the agriculture sector, including their academic qualifications, audit logs, and auditor status (Team Lead/Team Member).
- c) Provide relevant proof for having experience in any other voluntary sustainability standard (preferable)

IV. System Documentation:

- a) Provide an organizational chart indicating key persons, their roles, and their level of association with the Trustea scheme that is planned.
- b) Submit the turnover proof for India Operation (Financial Audit report for last three years)

V. Expression of Interest:

- a) A formal mail or letter expressing interest to be empanelled with the Trustea Secretariat.
- b) A completed application form with necessary supporting documentation.

5. Selection Process: The shortlisting of Certification Bodies (CBs) will be based on the best fit of their alignment with the required criteria, ensuring they possess the necessary qualifications, experience, and resources to meet the program's standards. This includes demonstrated expertise in relevant audit processes, accreditation under other applicable standards, and the ability to provide competent auditors with domain-specific knowledge.

6. Contact Information

All applications, queries, and communications regarding this Eoi should be directed to raymukherjee@trustea.org with a copy to bhuyan@trustea.org mentioning “Eoi for enrolment of CB” in the subject line.

Last date of the application submission is Dec 31st 2024.