

21.06.2021



**Stages of registration process by CH/Client to Rainforest Alliance
&
Request for an audit by CH/Client to SDS**

1. The first thing that must be done by CH (both existing and new) is to register through MultiTrace (if you need assistance, please contact the RA Indonesia team, Mr. Eldo, email: ESoplantila@ra.org).
2. To illustrate the steps in the registration process, along with this document, a Quick Start Guide is included which can assist CH in the registration process. The short video about the registration process is also accessible through this link: <https://stichtingra.resourcespace.com/pages/view.php?ref=3221&k=2f70e96fef>
3. When the CH has reached the stage on page 15: *"When you have confirmed the certification scope, you can view the requirements, which are generated automatically depending on the answers and selections that you have made in the previous steps. Click on the green button 'View requirements' and you will notice that these are generated and the list of requirements will appear."*, Then CH can already communicate and consult with SDS.
4. On page 15, there is a screen shot displayed, you can see on the bottom left of the screen shot there is a green box; View Requirements. When it reaches this stage, it means that CH can continue the process with SDS. CH downloads the Requirements and sends them to SDS. SDS will use these requirements (Standards) to audit the CH.
5. When CH wants to consult regarding the Audit, CH needs to fill in the Certification Application Form (CAF), attached, as a document to ensure that there is a request for an audit by CH to SDS. So the form must be filled out by CH first then sent to SDS and after that filling of the form is continued by SDS (if you need help, please contact SDS Certifier, Mr. Fauzi Kuswantoro, email: fauzi@sdsindonesia.com).
6. For now, this process can be done by email until there is certainty about the use of MultiTrace (MTT) to upload this CAF to MTT.

Related documents:

- RS3222_English_User Manual
- Certification Application Form (CAF)

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Audit & Certification:

- C.A.F.E. Practices – Starbucks
- Rainforest Alliance (RA)
- Common Code for the Coffee Community (4C)
- Bird Friendly Coffee Certification
- The Union for Ethical BioTrade (UEBT)
- Organic International (EU, NOP-USDA, JAS)
- SNI Organic