



This week: Scheduling, Post Audit Report and U.S. and International Certification Requirements

1. Scheduling

Your assigned auditor will be reaching out to you two to three weeks prior to schedule a date and time for the monitoring visit. It is important to check your phone, voicemails, emails and texts during this time to make sure the auditor can reach you.

All auditors are taking proper precautions including but not limited to wearing PPE, taking temperatures daily, proper social distancing, and sanitizing devices between uses. All auditors are following CDC, state, federal, and local guidelines pertaining to COVID-19. **It is important to communicate to the auditor at time of scheduling any potential exposure to COVID-19.**

2. Post Audit Report: What happens after the monitoring visit?

After the monitoring visit, the auditor will review the preliminary findings before leaving the farm. The auditor then has 3 days to submit the report to GAP Connections. Upon submission of the report, the grower will receive a copy of the report.

The report includes:

- Official scores and results
- Summary of issues with non-compliance by section, question number, and whether the item is remediable.
- Copy of the answers recorded during the monitoring visit with green checkmarks indicating compliance and red "x's" indicating non-compliance. Non-compliance items also have the remediation method listed.

It is important to review the answers that were recorded to ensure they are accurate. If you disagree with any of the responses contact GAPC. Keep in mind growers have **30 days** from the time of the audit report submission for any remediation. This means time starts ticking as soon as you receive the audit report.

If you have achieved Certification you will receive a letter and a certificate by mail or email (depending on your preferred method of correspondence).

3. Self-Assessment - U.S. and International Certification

The Self-Assessment is required to be complete before the monitoring visit for U.S. and International Certification.

If the Self-Assessment is not complete before the time of the monitoring visit, the auditor will ask if you wish to remediate in order to achieve U.S. and International Certification. Growers have **30 days** for any remediation. **If you forgo remediation, you will only achieve U.S. Certification. Growers are encouraged to check with their contracting company about which certification is required by the company.**

- **U.S. Certification** aligns with U.S. labor laws and requirements
- **International Certification** aligns with international labor laws (International Labor Organization and Agricultural Labor Program) and requirements (Sustainable Tobacco Program).

Preparing for Monitoring Visit and Have Questions?

Contact GAP Connections at (865) 622-4606 or email info@gapconnections.com

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