

BETTER COTTON ASSURANCE PROGRAM

LARGE FARM 3rd PARTY VERIFICATION - VERIFIER FIELD BOOK

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| **ORIENTATION** | *The verifier field book supports verifiers in collecting the necessary information while in the field. It indicates to large farms the type of questions that the verifiers will ask to the farmer/manager or workers, the documents that will be reviewed and what will be looked at during visual inspection. It should be printed for each farm visited and filled during the verification visit. While this field book does not need to be sent to BCI, it is the basis to prepare the BCI Verification report which presents the information collected from the visit in a summarised form. In particular, the field book will help verifiers fill the ‘comments’ table for each Minimum and Improvement Requirement in the verification report.* |

1. **General Information about the verification Visit**

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| Assessment Reference Number (the ref number should be Country/State/Farmer Ref Number/Organization conducting verification/Month-year of the visit |  |
| Assessment conducted by | Institution: |
| Name of the verifier (s): |
| email |
| Tel: |
| Date of assessment (dd/mm/yyyy) - start date |  |
| Date of assessment (dd/mm/yyyy) - end date |  |
| Country |  |
| State |  |
| Name of the farmer visited |  |
| Farm Direction |  |
| Name and function of other people involved in the verification (field manager, agronomist, health and safety technicians, etc.) |  |

1. **Farmer Interview and Documentation Review – Minimum Requirements**

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| 1. Minimum Production Criteria | | | | |
| N° BCI Criteria | Production Criteria | Farmer's Interview | Documents | Comments |
| 1.1 | An Integrated Pest Management Programme is adopted that includes the following principles:  (i) growing of a healthy crop; and (ii) prevention of build-up of pest populations and of the spread of disease; and (iii) preservation and enhancement of populations of beneficial organisms; and (iv) regular field observations of the crop’s health and key pest and beneficial insects; and (v) management of resistance. | How do you conduct your Integrated Pest Management Programme – what kind of strategies/specific practices do you use (e.g. crop protection, biological control, pest monitoring, etc.)  How do you decide when to use pesticides?  How do you observe /monitor your cotton crop for pests and beneficial insects?  Did you use genetically modified seed this season? If yes how did you manage resistance?  Do you have any policy, book or guidance about IPM? | IPM policy, programme or instructions  Pest monitoring  Beneficial organisms monitoring  Management of resistance for GM - policy, programme or instructions |  |
| 1.2 | Only pesticides that are:  (i) Registered nationally for the crop being treated; and  (ii) Correctly labelled in the national language are used. | How do you select your pesticides?  Do you have the list of pesticides nationally registered for using in Cotton?  What pesticides are you using? | List of pesticides nationally registered for Cotton  List of pesticides used in the farm |  |
| 1.3 | Pesticides list in Annex A and B of the Stockholm Convention are not used. | Do you know the list of pesticides in the Stockholm convention?  How do you ensure these are not used? | Stockholm convention  List of pesticides used in the farm |  |
| N° BCI Criteria | Production Criteria | Farmer's Interview | Documents | Comments |
| 1.4 | Pesticides are prepared and applied by persons who are:  (i) healthy; and  (ii) skilled and trained in the application of pesticides; and  (iii) 18 or older; and  (iv) not pregnant or nursing. | How do you select the pesticide applicators?  Who is allowed to use pesticides (everyone, specific persons?)  Are the employees that work with pesticide trained?  What is the frequency of the trainings?  Do you have any policy to orientate the HR staff to hire workers according the BCI requirements | The list of employees that work with pesticides,  Workers’ documents  Training records |  |
| 2.1 | Water management practices are adopted that optimise water use (applicable to both rain fed and irrigated cotton). | *Rain-fed*:  How do you make optimal use of rainfall?  How do you make best use of your water? (e.g. cover crops, conservation tillage farming system, retaining crop stubbles, etc. )  How do you conserve soil moisture for as long as possible?  *Irrigated:*  How do you decide when to irrigate the crop?  What techniques do you use to maximise the efficiency of your irrigation system? | Internal policies and manuals  Irrigation scheduling program  System maintenance program |  |
| 4.2 | The use and conversion of land to grow cotton conforms with national legislation related to agricultural land use | What are the legal requirements regarding land use/converting native land into farming land in your region?  How do you keep up to date with the legal requirements? | National legislation  Internal policies and procedures |  |
| N° BCI Criteria | Production Criteria | Farmer's Interviews | Documents | Comments |
| 5.2 | Seed cotton is harvested, managed and stored to minimise trash, contamination and damage. | What do you do to maintain the quality of the cotton during harvest and storage?  Where do you store your cotton?  How do you minimise contamination?  Do you have any internal policy in place to guarantee that the correct practices are implemented?  Are workers responsible for harvesting and storage trained in better management practices? | Internal policies and procedures  Training records |  |
| 6.1 | Smallholders (including tenants, sharecroppers and other categories) have the right on a voluntary basis to establish and develop organisations representing their interests. | Do you have sharecroppers, tenants, or other type of arrangements on your farm?  In the positive, do they have the right to establish and develop organisation representing their interests? | Internal policies and procedures |  |
| 6.3 | There is no child labour in accordance with ILO convention 138. | What are the criteria for hiring labour?  How do you check the age of your workers?  What internal policies and procedures do you have in place?  Do you know the national minimum age for work?  How do you proactively prevent children below the national minimum age to working on the farm? | Internal policies and procedures  Age documentation  National law |  |
| 6.4 | For hazardous work, the minimum age is 18 years. | How do you determine the age of the workers in each function?  Do you know what is considered as hazardous labour in cotton in your country?  What tasks do your workers below the age of 18 perform? | Internal policies and procedures  Age documentation  National law |  |
| 6.5 | Employment is freely chosen: no forced or compulsory labour, including bonded or trafficked labour. | Which of the workers documents, if any, are kept by you or an intermediary (e.g. identity papers, passport, etc.)  Are there any workers indebted to you or an intermediary? Are you providing wages advances to your workers?  How is the movement of workers restricted within the farms, if at all?  Are workers ever fined for any reason? If so what for? | Internal policies and procedures  Work contracts |  |
| 6.6 | There is no discrimination (distinction, exclusion, or preference) practised that denies or impairs equality of opportunity, conditions, or treatment based on individual characteristics and group membership or association. | How do you understand the issue of discrimination?  What are the different wages categories for workers?  What evidence is there that workers can raise issues without fear of discrimination or penalty? | Internal policies and procedures  Payment records |  |
| 6.7 | All workers and employers have the right to set up and join organisations of their own choosing, and to draw up their constitutions and rules, to elect their representatives and to formulate their programmes | Do you belong to an employer organisation?  Are your workers parts of a worker organisation?  Do they have the right to set up and join organisations of their own choosing? | Workers and employers organisations document if any |  |
| 6.8 | Workers and employers have the right to bargain collectively | How the salary of workers is being defined?  Is there a collective bargaining agreement in place between you and your workers?  If no agreement in place, do they have the right to bargain collectively? | Payment records  Collective bargaining agreements |  |
| 6.25 | Employers do not engage in or tolerate the use of corporal punishment, mental or physical coercion, sexual or other harassment or physical or verbal abuse of any kind | How do you ensure the basic treatment of workers?  How do you ensure the workplace is free from any type of punishment, coercion, harassment and abuse?  Is there an internal policy in place? | Internal policies and procedures |  |
| 6.26 | There is a transparent and clear policy and system for disciplinary measures and this is communicated to workers. The system includes fair warning principles and any disciplinary actions are proportionate to the conduct in question | Do you have a policy and system in place for disciplinary measures?  How do you ensure it is communicated to workers?  What are the fair warning principles included in the policy?  What disciplinary actions are taken in case of misconduct? | Disciplinary measures policy |  |

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| 2. Management Criteria | | | | |
| N° BCI Criteria | Management Criteria | Farmer's Interview | Documents | Comments |
| M1 | Farmers operate a system to collect, compile and report accurate data to BCI | How do you ensure results indicators data is reported to BCI (on pesticide use, water use, fertiliser use, yield)  Who is collecting the information and how do you ensure the data is accurate?  When do you submit your results indicators to BCI? | Data management system  record keeping system  Results Indicators Report from previous season |  |
| M2 | Continuous improvement plan available at farmer level and reviewed by farmer on annual basis | Are you aware of the continuous improvement plan template provided by BCI?  Do you have a specific plan prepared specifically for BCI or is it a mix of different internal policies and procedures?  If you do not have a specific plan, please indicate the equivalent policies and procedures available on the farm? | Continuous improvement plan or equivalent  Internal policies and procedures |  |
| M3 | Farmer operate a system to review progress against their plan to  Identify and address issues associated with potential non compliance  Plan/enforce corrective actions resulting from monitoring activities | When do you review your plan? Or your internal policies and procedures?  How do you ensure that you comply with the minimum requirements of BCI?  How do you know your progress on improvement requirements?  What do you do in case of non-compliance observed on the farm? | Internal policies and procedures  Monitoring report and associated corrective actions |  |

1. **Farmer Interview and Documentation Review – Improvement Requirements**

For the farmer interview on improvement requirements, please refer to the large farm self assessment report (to see the answers given by the farmer on each questions) to inform the discussion. Each question and answer should be discussed together with the farmer and the associated documentation.

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| N° BCI Criteria | Questionnaire | Documents | Comments |
| 1.5 | In the farm, the use of pesticides listed in WHO Class 1a and 1b and Annex III of the Rotterdam Convention is:  ( ) common ( ) limited ( ) Nil/Banned  If applicable, the time period for phasing out is:  ( ) Within the next year ( ) Within the next 2 - 3 years ( ) 3 years or longer | Rotterdam convention and WHO Class I list of pesticides available at farm level  List of pesticides used in the farm  Phasing out plan if applicable indicating timelines |  |
| 1.6 | Are pesticide labels checked regularly (at least every spray season) to ensure that the appropriate PPE is available for the pesticides being used? ( ) Yes ( ) No  PPE is checked for wear and tear, and replaced if required:  ( ) Never ( ) At the start of each spray season ( ) At least once every month ( ) Prior to and after every use  Have all staff who work with pesticides received training on safe work procedures and the maintenance, use and proper storage of PPE? ( ) Yes ( ) No  Is refresher training on safe work procedures and the maintenance, use and proper storage of PPE provided:  ( ) Never ( ) At least once every 5 years ( ) At 3 years ( ) Every year | Protocol for the maintenance and cleaning of PPE  Training records  Inspection records  PPE records |  |
| 1.7 | Does the farm have dedicated areas for the storage, mixing and handling of pesticides, and for cleaning of pesticide containers and application equipment that:  Fully complies with the relevant legislation for storage, handing and disposal of pesticides? ( ) Yes ( ) No  Ensures that all rinsate and run-off is completely captured and poses no contamination risk? ( ) Yes ( ) No  Is application equipment inspected and cleaned:  ( ) At the start of each spray season ( ) At least once every month ( ) After every use | Legislation for storage, handling and disposal of pesticides  Internal policies and procedures for storage, mixing and handling of pesticides and for cleaning pesticides containers and application equipment  Inspection records |  |
| 1.8 | Does the farm have a formal plan for conducting pesticide application that details, at a minimum, the following:  - Requirements for compliance with the label requirements? ( ) Yes ( ) No  - The relevant weather conditions under which applications will and will not be undertaken for each field (including wind direction and taking into account the pesticide being applied), spray parameters (e.g. speed, pressure, nozzle size, spray volume, boom height etc.), and all relevant sensitive areas, which are clearly identified on a farm map? ( ) Yes ( ) No  - Does the farm have weather monitoring equipment that is used to monitor temperature, wind speed and direction and humidity prior to and during the application, with readings recorded? ( ) Yes ( ) No  - Does the farm have procedures for ensuring that workers are aware of and observe re-entry periods for any treated areas? ( ) Yes ( ) No  Are pesticides applied using precision agriculture technologies? ( ) Yes ( ) No | map of pesticide application with all details,  Weather monitoring records.  Procedures for re-entry areas  Internal policies and procedures for conducting pesticide application |  |
| 1.9 | Are all pesticide containers triple-rinsed, with the rinsate added to the spray tank, or disposed of safely? ( ) Yes ( ) No  The percentage of pesticide containers that are recycled is:  ( ) 0-25% ( ) 26 - 75% ( ) 76 – 99% ( ) 100% | Internal policies and procedures  Recycling documentation |  |
| 2.2 | Is water extracted from groundwater sources recorded, with trends monitored? ( ) Yes ( ) No  Does use of groundwater comply with all formal requirements (e.g. the bore / well is licensed, and the construction of the well and extraction of water complies with license conditions)?( ) Yes ( ) No | Groundwater extraction records  Monitoring report  Internal policies and procedures |  |
| 3.1 | Do you have a farm map with soil types identified? ( ) Yes ( ) No  Is soil condition monitored, with tests conducted on potential problems?  ( ) Yes ( ) No | Farm map with the types of soils  Soil conditions monitoring records |  |
| 3.2 | Do you develop an annual nutrition budget that takes into account all nutrient sources (including legume crops), and crop exports of nutrients?  ( ) Yes ( ) No  Do you use soil tests and leaf tests to assess nutrient levels and fertiliser needs during the season? ( ) Yes ( ) No  Are fertilisers applied using precision agriculture technologies?( ) Yes ( ) No  Do you monitor long-term nutrition trends? ( ) Yes ( ) No | Annual nutrition budget  Soil and leaf tests results  Precision agriculture report  Nutrition trends monitoring report |  |
| 3.3 | Have you identified eroded areas, and areas at risk of erosion? ( ) Yes ( ) No  Have you identified actions to remedy and mitigate erosion? ( ) Yes ( ) No  Have you implemented all these actions? ( ) Yes ( ) No  Do you regularly monitor (at least annually and after every significant storm event) eroded areas and areas at risk of erosion? ( ) Yes ( ) No | Eroded areas and areas at risk of erosion monitoring report |  |
| 4.1 | Are you aware of the legislation relevant to biodiversity and habitat conservation that affects your farm? ( ) Yes ( ) No  Have you documented these requirements? ( ) Yes ( ) No | National legislation relevant to biodiversity and habitat conservation requirements documented |  |
| 4.1 | Is there any non-farmed or grazed land on your farm? ( ) Yes ( ) No  If yes, has it been assessed or surveyed by wildlife / habitat experts? ( ) Yes ( ) No  If yes, do you conduct regular surveys of wild-life and plant-life abundance and condition? ( ) Yes ( ) No  Do you control weeds:  At the edges and surrounds of the farmed areas? ( ) Yes ( ) No  In the non-farmed or grazed areas? ( ) Yes ( ) No | Map of the farm  Survey of wildlife/ habitats  Survey of plant - life abundance and conditions  Weeds control record |  |
| 4.1 | Are there degraded areas on your farm? ( ) Yes ( ) No  If there are degraded areas, do you have a plan to restore them or are you actively managing them according to a management plan that is in place?( ) Yes ( ) No  Are there riparian areas on your farm? ( ) Yes ( ) No  If there are riparian areas, is the riparian area actively managed to protect and enhance its condition? ( ) Yes ( ) No  If there are riparian areas, is the average distance of natural vegetation in the riparian zone that is present and protected:  ( ) 0 to 5 metres wide  ( ) 6 to 10 metres wide  ( ) 11 to 15 metres wide  ( ) greater than 15 metres wide | Management plan for degraded areas  Management plan for riparian areas |  |
| 4.1 | Are you a member of a local group of landholders, or a biodiversity program that regularly works to improve the local landscape and / or biodiversity?( ) Yes ( ) No | Any document to prove the membership and the purpose of the group. |  |
| 5.1 | Do you have a plan for managing fibre quality that includes the following elements: varietal selection, planting date, planting rate, row spacing, crop growth and weed management? ( ) Yes ( ) No  Did you review the overall results for the quality of the crop at the end of the last season? ( ) Yes ( ) No  If you were advised of or identify problems with fibre quality, do you attempt to understand the reasons for the problems (e.g. discuss these with other relevant people such as consultants, agronomists, researchers, merchants), and implement actions to remedy the problems? ( ) Yes ( ) No | Management plan for fibre quality (that includes all issues requested) |  |
| 6.2 | Do all employees have access to potable and washing water? ( ) Yes ( ) No  Do you regularly test the quality of the drinking water? ( ) Yes ( ) No | Procedures for cleaning of tanks and water filters.  Water analysis report |  |
| 6.9 | The % employees that are members of a Trade Union is:  —          0  —          up to 50 %  —          Between 50 and 80 %  —          More than 80 %  Do you, or a senior staff member, meet regularly with employees? ( ) Yes ( ) No  If yes, how often are meetings with employees held?  —          1 to 4 times per year  —          5 to 12 times per year  —          13 or more times per year | trade union membership records  Meetings records |  |
| 6.11 | Is a written occupational health and safety policy available at the farm and communicated to workers? ( ) Yes ( ) No  Do you have formal staff induction and training program for new employees that cover all relevant workplace health and safety requirements? ( ) Yes ( ) No | Health and safety policy  training records and certificates  staff inducation and training program |  |
| 6.12 | Do all employees have access to a clean place to eat, clean toilets, potable drinking water, adequate living quarters (if they reside on the farms) and access to adequate medical care? ( ) Yes ( ) No  Do all employees receive regular (at least annual) medical examination at the employer’s expense? ( ) Yes ( ) No | medical records |  |
| 6.13 | Has there been a formal assessment of all potential workplace hazards, involving employees, that has led to safe work practice procedures being established for all hazards? ( ) Yes ( ) No  Do you maintain records of any accidents and occupational diseases? ( ) Yes ( ) No | Accidents records  Assessment record of workplace hazards  Safe work procedures |  |
| 6.14 | Do you have an accident and emergency procedure including first aid and access to appropriate transportation to medical facilities? ( ) Yes ( ) No | Accident and emergency procedures |  |
| 6.15, 6.23, 6.24 | Are you aware of the legally applicable minimum wage/s (statutory national or regional minimum wage applicable to agriculture, collectively agreed wage, industry minimum) ( ) Yes ( ) No  Are your employees paid:  ( ) the applicable minimum wage  ( ) Up to 15 % more than the applicable minimum wage ?  ( ) More than 15 % higher than the applicable minimum wage | Payment records  Collective bargaining agreement |  |
| 6.16 | Do you pay any employees on a piece-rate basis? ( ) Yes ( ) No  If yes, is the piece rate adequate for workers to earn the applicable national minimum wage or regional norm (whichever is higher) during normal working hours and under normal operating conditions ( ) Yes ( ) No | Payment records  Collective bargaining agreement |  |
| 6.17 | Are workers paid in cash where they request this?( ) Yes ( ) No | Payment records |  |
| 6.18 | Do you pay equal wages to people who perform the same job, irrespective of gender? ( ) Yes ( ) No | Payment and workers records |  |
| 6.19, 6.23, 6.24 | Are you aware of the minimum legal requirements on working conditions for farm workers (including requirements relating to working hours and overtime)? ( ) Yes ( ) No  Are workers consulted about working conditions?( ) Yes ( ) No  Have you documented the requirements? ( ) Yes ( ) No  Are the requirements followed? ( ) Yes ( ) No | Requirements for the workers  National workers laws  Documented requirements |  |
| 6.20 | The % of employees with a written contract is:  ( ) 0 ( ) up to 50 % ( ) Between 50 and 80 % ( ) More than 80 % | Workers records  Contract records |  |
| 6.21 | Do you keep records on the following:   * details on legal requirements for wages, including rates, working hours and overtime requirements * information on wages (including form of payment) * date of birth (age), * gender, * working times (working hours and overtime) * date of entry and period of employment * Number of permanent/seasonal workers.   ( ) Yes ( ) No | Workers records |  |
| 6.22 | Do you have a policy that deals with how temporary and seasonal workers are treated? ( ) Yes ( ) No | Temporary or seasonal workers policy |  |
| P30, 31, 32 | Are you a member of your local producer (grower) organisation?  ( ) Yes ( ) No  Are you a member of the management of the organisation? ( ) Yes ( ) No  How many meetings of the local producer (grower) organisation have you attended in the last 12 months?  ( ) 0 ( ) 1-3 ( ) more than 3 | Producer organisation records  Meeting records |  |
| P33 | Do you measure and monitor energy use?( ) Yes ( ) No | Energy use records and monitoring |  |

1. **Workers Interview**

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| N° BCI Criteria | What to ask? | Comments |
| 1.1 - MR | *For workers that work directly with Crop Protection*:  Do you know how to recognise the different pest and beneficial insects in cotton  Do you conduct field observations of the crop’s health, key pest and beneficial insects?  Have you received any training about IPM?  How do you manage resistance? |  |
| 1.2 - MR | *For workers that work directly with Crop Protection*  Are you orientated to follow the prescription in the pesticide label to prepare or apply it?  Are the labels always written in the national language? |  |
| 1.4 - MR | *For workers that work directly with Crop Protection*  How long time have you been working with pesticides?  Have you been trained for it?  How old are you?  How do you conduct the pesticide preparation and application?  How do you receive the instructions for your daily activities (verbal or written instructions...)?  Do you know the danger of pesticides? |  |
| 1.6 - IR | *For workers that work directly with Crop Protection*  Have you received the necessary PPE for preparing and applying pesticides?  Do you have access to appropriate facilities for washing yourself after handling/applying pesticides?  Did you receive training (and refresher training) on safe work procedures and the use, maintenance, and proper storage of PPE? |  |
| 1.7 – IR | *For workers that work directly with Crop Protection*  How do you clean pesticides containers and application equipment?  Where do you store it? |  |
| 1.9 – IR | *For workers that work directly with Crop Protection*  How do you clean the empty pesticide containers?  Are they triple-rinsed?  Where are the empty containers disposed of? |  |
| 4.1 – IR | Have you received any instruction or training about wildlife / habitat?  Do you know if the weeds are controlled in the grazed areas or in non-farm areas?  Do you know how the riparian land (the land surrounding water bodies) is protected and managed? |  |
| 5.1 – IR | Have you received any training or instruction about what to do to preserve the fibre quality? |  |
| 5.2 – MR | Have you been trained on risk of contaminating seed cotton?  What practices do you use to avoid contamination during harvest, storage and transporting seed cotton? |  |
| 6.2 – IR | Do you have access to potable and washing water? |  |
| 6.3 - MR | Has someone checked your age when you were hired? How old are you?  Do you know of any law or internal policy that determine the minimum age for your work?  Do you know if there are any children working on this farm?  Have you seen any children in the field? |  |
| 6.4 - MR | Have someone checked your age when you were hired? How old are you?  Do you know who is allowed or not to prepare and apply pesticides?  What task do you do? |  |
| 6.5 - MR | Does the farmer keep any of your documents (ID, passport, travel documents, etc.)?  Can you leave the farm in any moment or during your holidays?  Are you satisfied with your work?  Are you indebted to your employer? What are the implications? |  |
| 6.6 - MR | Have you felt any discrimination here as compared to other workers?  Are you well treated here?  How has the situation improved or deteriorated recently?  Are you from the area or you migrated to work here? |  |
| 6.7 - MR | Can you establish an organisation to represent your interest? Do you think it is possible in this farm?  Have you heard any history from other workers that have any problem with it in this farm? |  |
| 6.8 - MR | Do you talk about wages with the farmer?  How are your wages negotiated?  Is there an agreement in place?  Do you have the support of the workers union to talk about wages? |  |
| 6.9 – IR | Are you a member of a Trade Union?  Do you have regular meetings with your employer? |  |
| 6.10 – IR | Do you know if the union representatives visit the farm?  Where are the meetings conducted with them? |  |
| 6.11 – IR | Did you receive any formal training program on health and safety requirements?  Is there a policy available at farm level? |  |
| 6.12 – IR | What do you think about the places that the farm offers to eat and to live?  Do you have access to medical care? |  |
| 6.14 – IR | Do you know the procedures in case of an accident or emergency? |  |
| 6.15, 6.23 and 6.24 – IR | Are you aware of the legal/minimum wage for the type of work you are performing?  Is your wage equal or higher than the minimum wage?  What is the average wage that you generally receive? |  |
| 6.17 – IR | How do you receive your payment? Cash or bank deposit?  Is that your preferred option? |  |
| 6.18 – IR | Do you know if there is any wages difference between men and women who perform the same work? |  |
| 6.19, 6.23 and 6.24 – I.R | Does the Farmer or manager meet with you to discuss about working conditions (including discussion on working hours and overtime)?  Do you feel comfortable to talk to the farmer or manager about working conditions?  How satisfied are you with your current working conditions? Are they better or worse than before? |  |
| 6.20 – IR | Do you have a written and regular contract with the farmer? |  |
| 6.21 – I.R | Do you know if the farmer keeps records such as your age, wage, working times, etc.? |  |
| 6.22 – IR | Do you know if temporary workers receive the same rights and treatment than regular workers? |  |
| 6.25 - MR | Have you suffered any physical or verbal abuse of any kind from your supervisors?  Have you heard any history about it on the farm involving any of your colleagues? |  |
| 6.26 - MR | Do you know the disciplinary measures of the farm?  Do you know the consequences when you make some mistake or have an inadequate conduct in your work? |  |

# VISUAL INSPECTION

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| Production Principles | Key issues to be addressed during visual inspection | Comments/description – (Remember to take photos) |
| Crop Protection | Integrated pest management specific practices (e.g. traps, field monitoring for pests and beneficial insects, resistance management, etc.) |  |
| Crop Protection and Decent Work | Work practices on the farm that may affect the health and safety of workers (e.g. preparation and application of pesticides, personal protective equipment usage and conditions, re-entry periods for treated areas, working hours, etc.) |  |
| Crop Protection | Type of pesticides used |  |
| Crop protection and soil | Storage and disposal, recycling of pesticides and fertiliser used (dedicated areas, pesticides containers, contamination risks, etc.) |  |
| Water | Water sources used for irrigation and water management practices observed |  |
| Soil | Soil management techniques observed in the farm (e.g. tillage, cover crops, crop rotation, choice of tillage equipment, eroded areas and areas at risk of erosion, etc.) and fertiliser used |  |
| Natural Habitat | Natural habitat management observed in the farm (e.g. protection of riparian land, biodiversity, control of invasive species, wildlife, etc.) |  |
| Fibre Quality | Fibre quality management practices (harvesting techniques, storage area for cotton, cotton transportation, machinery management, contamination of cotton, etc.) |  |
| Decent Work | Type of labour used in the farm (children/young persons, pregnant women, permanent, temporary, migrant workers) and work performed by each of them |  |
| Decent Work | Living space provided by the farmer to workers – rest area, access to potable and washing water, clean toilets, places to eat |  |
| Decent Work | Treatment of workers (punishment, coercion, harassment, abuse) – relationship between workers and supervisors/manager |  |
| Decent Work | Facilities for workers’ representative |  |
| Decent Work | Medical and other facilities provided to workers, availability of first aid kits/supplies, transport available in case of accident |  |
| Decent Work | Storage and display of appropriate documents for workers (marking of danger areas, display of policies and procedures, signposts about accidents and emergencies, etc.) |  |