Better Cotton Assessment Field Checklist

2023-24

For use with V2.1 of the Better Cotton P&C

Large Farms

# Introduction

This Assessment Field Checklist supports Better Cotton, partners or verifiers in collecting the necessary information while conducting a Licensing Assessment or Surveillance Assessments in the context of the Better Cotton assurance programme (Better Cotton, Strategic Partner or independent 3rd party verifiers).

It indicates to farmers/ growers the type of questions that might be asked, along with documents to be reviewed and things to be checked during field observations. This is intended as a guidance document only to be used while collecting information in the field. Note that while completing the Better Cotton Assessment Report Template is mandatory; use of this field checklist is optional.

## Types of Indicators

This field book covers only **Core Indicators** from the Better Cotton P&C v2.1; organised under the 7 Principles.

# General Information

|  |  |
| --- | --- |
| Visit conducted by | Name(s):  |
| Organisation |
| Start date of assessment  |  Start date (dd/mm/yyyy) | Start time: |
| End date of assessment |  End date (dd/mm/yyyy) | End time: |
| Location  | Town/ village: |
|  Country and State: |
| Farm Name and Code  |  |
| Implementing Partner (if applicable) |   |
| Farmer Name |  |

# Workers interviewed

Use this section to record details of workers interviewed. Note that worker names must be excluded due to confidentiality; instead please provide a description of the worker’s role.

|  |  |
| --- | --- |
| **Worker role/ responsibilities** | **Comments** |
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If no worker interviews were carried out, please note the reason why:

# P1: Crop Protection

| **Indicator No.** | **How to check**  | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **1.1.2** An Integrated Pest Management Programme is implemented that includes all the following components: (i) growing of a healthy crop;(ii) preventing the build-up of pest populations and of the spread of disease; (iii) preserving and enhancing populations of beneficial organisms; (iv) regular field observations of the crop’s health and key pest and beneficial insects; (v) managing resistance. | Farmer interview:* What are your major pest threats? What pesticides do you use?
* Do you have an IPM plan developed and implemented? How was the plan developed?
* When was the plan last reviewed and updated? How has it changed?
* Is there a timeline for the plan? Is it realistic?
* How are you managing pest resistance?
* Have you received any training on pest management or IPM?
* Do you understand that not all insects are pests or are damaging to the crop;
* Do you understand that some insects play a positive role and can help the crop – these ‘beneficial’ insects should be protected and nurtured; and
* Are you able to recognise common insects including pests and beneficials (i.e. 2 or 3 most common examples)?

Documents:* Review IPM plan - does it cover all five components? Is the timeline realistic?
* Are practices appropriate and specific for the local context?

Site visit* Presence of beneficial insects
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.1.4** There is no calendar or random spraying. | Farmer interview:* How do you determine when to spray?
* What techniques do you use to monitor for pests and beneficial insects? *(review competence on pest scouting techniques)*

Documents:* Spray records; pesticide receipts
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.2.1** All pesticides used are registered nationally for the use on cotton.  | Farmer interview:* What pesticides are you using? Are you aware whether these are all registered nationally for cotton?
* Are you using combination pesticides / ‘cocktails’? If yes, are they registered as a combination?

Documents:* Spray records; pesticide receipts
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.2.2** All pesticides used are correctly labelled in at least one *de facto* or *de jure* official national or applicable official regional language. | Farmer Interview:* How do you identify and label pesticides?
* What language(s) are pesticides labelled in?

Site visit:* Check pesticide labels and storage containers
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.3.1** Pesticides listed in:(i) Annex A and B of the Stockholm Convention; or(ii) Annexes of the Montreal Protocol; or(iii) Annex III of the Rotterdam Convention;are not used. | Farmer Interview:* Are you using any of the pesticides covered by Annex A/B of the Stockholm Convention? *[provide specific names of locally relevant pesticides]*
* Are you also aware of pesticides listed in Annexes of the Montreal Protocol and Annex III of the Rotterdam Convention? *[provide specific names of locally relevant pesticides]*
* Are any of these pesticides used?

Documents* Spray records; pesticide receipts

Site visit:* Pesticides in storage, pesticide labels
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.4.1** The Producer has a plan to phase out by 2021 pesticides listed in category 1 of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS); Ia of the World Health Organization classification (WHO). | Farmer Interview:* Are any pesticides used that are listed in Category 1 of the GHS or 1a of WHO [*give specific examples of locally relevant pesticides]*
* If so how are you planning to phase these out? Have you developed a plan for this? Is the plan achievable and realistic?
* What viable alternatives are you aware of?

Documents:* Phase-out plan; spray records; pesticide receipts
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.4.2** The Producer has a plan to phase out by 2024 pesticides listed in category 2 of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS); Ib of the World Health Organization classification (WHO). | Farmer Interview:* Are any pesticides used that are listed in Category 2 of the GHS or Ib of WHO [*give specific examples of locally relevant pesticides]*
* If so how are you planning to phase these out? Have you developed a plan for this? Is the plan achievable and realistic?
* What viable alternatives are you aware of?

Documents:* Phase-out plan; spray records; pesticide receipts
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.5.1** The Producer has a plan to phase out Pesticides defined as carcinogenic, mutagenic or reprotoxic (CMR) substances according to Categories 1a and 1b of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). | Farmer Interview:* Do you use any pesticides currently that are defined as CMR according to GHS? [*give specific examples of locally relevant pesticides]*
* If so how are you planning to phase these out? Have you developed a plan for this? Is the plan achievable and realistic?
* What viable alternatives are you aware of?

Documents:* Phase-out plan; Spray records; Pesticide receipts
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.6.1** The Producer must ensure that any person who prepares and applies pesticides is:(i) Healthy;(ii) Skilled and trained in the application of pesticides;(iii) 18 or older;(iv) not pregnant or nursing. | Farmer Interview:* Who applies pesticides?
* How do you ensure they are healthy and not pregnant or nursing?
* What training do you require or provide for anyone applying pesticides? Do you have records of this training?

Documents:* Training materials and records; Spray records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.7.1** Pesticides are prepared and applied by persons who correctly use appropriate protective and safety equipment. | Farmer interview:* What kind of protective equipment is used when pesticides are prepared and applied?
* How often is this equipment used?
* Do you check pesticide labels to ensure the appropriate PPE is being used? How often do you check labels?
* Can you give me an example of the label instructions for a pesticide you use?
* What training have you received on protective equipment?

Documents:* Spray records

Site visit:* Protective and safety equipment; pesticide labels and instructions
* If certain body areas are not being covered by worker: what are the challenges? Why do you not cover these areas? Is there an issue with the equipment
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.7.3** Pesticide labels are checked regularly (at least every spray season) to ensure that the appropriate Personal Protective Equipment is available for the pesticides being used. | (*See 1.71 above)* | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.7.4** Training on safe work procedures and the maintenance, use and proper storage of Personal Protective Equipment has been delivered to all staff who work with pesticides. | Farmer Interview:* What training do you provide to any staff that work with pesticides?
* What does this cover? When is it given?

Documents* Training plan and materials
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **1.8.1** Dedicated areas must be available on the farm for storing, mixing and handling pesticides, and for cleaning pesticide containers and application equipment. The areas must fully comply with relevant legislation for the storage, handing and disposal of pesticides. Within these areas, all rinsate and run-off must be completely captured so that it poses no contamination risk. | Farmer Interview:* Where do you store, handle, and mix pesticides?
* Where are pesticide containers and spraying equipment cleaned?
* How do you ensure all rinsate and run-off are captured?

Site visit:* Pesticide storage and prep areas, disposal process for pesticide containers, rinsate/ run-off capture
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P2: Water Stewardship

| **Indicator** | **How to check**  | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **2.1.1** A time-bound Water Stewardship Plan is defined that addresses each of the following components:(i) Mapping and understanding of water resources;(ii) Managing soil moisture;(iii) Applying efficient irrigation practices to optimise water productivity (applicable to irrigation farms only);(iv) Managing water quality;(v) Engaging in collaboration and collective action to promote sustainable water use. | Farmer Interview* Do you have a water management plan?
* If so, how was it developed? What does it cover?
* Has it been implemented?
* Does it have a timeline associated with it?
* If not, do you have a timeline and expected process to develop this?

Documents* Water stewardship plan (if available) – does it cover all five components?
* Timeline (if separate)
* Mapping of water resources
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.3** Water resources are identified, mapped and understood. | Farmer Interview:* What water sources do you use?
* Have you carried out any identification or mapping of water resources?

Documents* List or map of water resources
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.4** Soil moisture management practices to reduce soil water evaporation are implemented, as per the Water Stewardship Plan*.* | Farmer Interview:* What practices are you using to manage soil moisture and reduce evaporation?

Site visit:* Check for examples of soil moisture conservation, e.g. mulching and conservation tillage, soil moisture monitoring systems, deep soil loosening, etc.
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.5** Irrigation methods and technologies are implemented towards irrigation efficiency as per the Water Stewardship Plan (applicable to irrigated farms only). | Farmer Interview:* How do you decide when to irrigate and how much?
* What records of irrigation do you keep?
* Have you adapted any techniques or practices to reduce water usage and improve irrigation efficiency? (e.g. deficit irrigation, micro-irrigation, etc)

Documents* Irrigation records

Site visit* Irrigation methods, current
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.6** Irrigation timing is planned towards maximisation of water productivity (applicable to irrigated farms only). | *(See 2.1.5 above)* | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.7** Irrigation is not conducted on a rigid predetermined calendar schedule (applicable to irrigated farms only). | *(See 2.1.5 above)* | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.8** Risk to water quality is considered when managing and applying nutrients and pesticides as per the Water Stewardship Plan. | Farmer Interview:* How do you account for risks to water quality when managing/ applying pesticides and nutrients?
* What practices do you use already? (e.g. protecting wetlands areas, optimising nutrient application, etc)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.9** Opportunities for collaboration and collective actions (beyond the Producer’s unit of production) to achieve sustainable water use are identified.  | Farmer Interview:* Are you already working together with other water users or stakeholders around local water management?
* If not, do you have plans for future collaboration or collective action on sustainable water use? What is the timeline for these plans?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **2.1.10** By March 2022, collaboration and collective actions (beyond the Producer’s unit of production) towards local sustainable use of water are implemented as per opportunities identified in the Water Stewardship Plan. | (*See 2.1.9 above)* | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P3: Soil Management

| **Indicator** | **How to check** | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **3.1.1** A time-bound soil management plan is defined that addresses each of the following components: (i) Identifying and analysing soil type; (ii) Maintaining and enhancing soil structure;(iii) Maintaining and enhancing soil fertility; (iv) Continuously improving nutrient cycling. | Farmer Interview:* How are you currently managing soil quality?
* What types of fertilizers or nutrients do you use?
* Have you developed a soil management plan? If so, what does this include?
* Does the plan include a timeline?

Documents:* Soil management plan (if available) and timeline
* Fertilizer/ nutrient application records
* Results of soil testing (if available)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **3.1.5** Soil testing that includes NPK and pH analysis to determine the level of nutrients and acidity in the soil is conducted at least once every 5 years. | Farmer Interview:* Do you currently carry out any soil testing? Does this include NPK and pH analysis?
* How and when is this done?
* How have you used the results?

Documents: * Soil testing plan and results
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **3.1.6** Soil type is identified and mapped. | Farmer Interview:* What type of soil do you have?
* Have you had any work done to identify or map soil types on the farm? If so, how was this carried out?
* Have the results been useful?

Documents:* List or map of soil types
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P4: Biodiversity and land use

| **Indicator** | **How to check**  | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **4.1.1** A time-bound Biodiversity Management Plan that addresses each of the five following components, is defined:(i) Identifying and mapping biodiversity resources;(i) Identifying and restoring degraded areas;(iii) Enhancing populations of beneficial insects, as per the Integrated Pest Management plan (Principle 1);(iv) Ensuring crop rotation;(v) Protecting riparian areas. | Farmer Interview:* What types of biodiversity do you have on the farm?
* Have you developed any kind of biodiversity management approach or plan? If so, what does this cover?
* Have you adopted any practices designed to enhance biodiversity (e.g. crop-rotation)?
* How was it developed?

Documents:* Biodiversity management plan (if available) – Does it cover all five components?
* Timeline (if separate)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **4.1.3** Biodiversity resources are identified and mapped. | Farmer Interview:* Have you carried out any mapping of biodiversity resources? If so, how was this done and who was involved?
* Have the results been used at all?

Documents:* Mapping of biodiversity resources (if available)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **4.1.4** Degraded areas on the farm are identified. | Farmer Interview:* Are you aware of any degraded areas on your farm – for example, areas affected by erosion or overgrazing?
* Have any measures been taken to help restore these degraded areas? Do you have anything planned in the future?

Documents:* Mapping or list of degraded areas

Site visit:* Look for degraded areas and mitigation measures
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **4.1.5** Measures to restore degraded areas are implemented as per the Biodiversity Management Plan. | *(See 4.1.4 above)* | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **4.1.6** Measures are implemented to protect water courses and wetlands in and adjacent to the farm, including maintaining and/or restoring appropriate riparian and other buffer zones, as per the Biodiversity Management Plan. | Farmer Interview:* Are there water courses or wetlands on (or next to) your farm?
* Have you taken any measures to protect these water resources, e.g. through establishing riparian or buffer zones, diverting run-off, etc?

Documents:* Mapping of water resources (if available)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **4.2.1** In case of any proposed conversion from non-agricultural land to agricultural land, the BCI High Conservation Value (HCV) risk-based simplified approach must be implemented | Farmer Interview:* How long have you been growing cotton on your land? Has your farm been converted from other types of land use?
* If so, are you familiar with BCI’s simplified High Conservation Value (HCV) approach?
* Has this approach been followed?
* If relevant, were any elevated risks identified? Have these been mitigated?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P5: Fibre Quality

| **Indicator** | **How to check** | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **5.1.1** Good management practices for the harvest and storage of seed cotton are adopted. | Farmer Interview:* What measures do you take to help protect fibre quality?
* How do you store seed cotton? How do you ensure optimal moisture levels?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P6: Decent Work

| **Indicator** | **How to check** | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **6.1.1** There are no workers below the age of 15 (14 in certain specified countries), or below the minimum age for employment defined by local law (whichever is higher). | Farmer Interview:* What workers do you use? Are any of them under 15?
* How do you verify their ages?

Documents:* Worker records; Proof of age records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.1.4** A written child labour policy, specifying under which circumstances and for which tasks children can or cannot work or be employed and why, has been communicated to farmers/workers/employees. | Farmer Interview:* Do you have a written child labour policy specifying which tasks children can carry out?
* Has this been communicated to workers and employees?

Documents:* Child labour policy (if available)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.2.1** Hazardous work is not conducted by workers under 18. | Farmer Interview:* Do you have any workers under 18? What type of tasks do they carry out?

Documents:* Proof of age records (if available); spray records; worker payment records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.3.1** All forms of forced or compulsory, including bonded or trafficked labour, are prohibited. | Farmer Interview:* How are workers hired (i.e. directly or through a labour broker/recruiters/intermediary?
* Do you have an agreement/contract with a labour provider? What are the terms?
* Who pays the labour recruiter’s fees?
* Do labour providers require to have a legal permit or a licence?
* Where are your seasonal/temporary workers from?
* Who arranges the temporary workers’ accommodation?
* How do you check the workers’ age?
* Do you keep the workers’ documents for the duration of their work on the farm?
* How are terms of work agreed with the workers?
* What do workers have to do if they want to quit?
* How frequently do you pay your sharecropper, seasonal and temporary workers? Every day/week or month?
* How do you pay your workers – in kind, cash or through the labour provider?
* Do you provide your workers a wage advance or a loan? If so, please give an example how much you advance, and what are the terms of repayment?

Documents:* Worker records, including for seasonal and temporary workers (not just permanent workers)
* Worker documentation or contracts (if available)
* Training materials and training schedule
* Agreements between third party labour brokers/suppliers and the farm – check these are in line with national law
* Wage payment records, loan records, including for seasonal and temporary workers (not just permanent workers)

Worker Interview:* How did you get this job?
* How did you agree the terms of work?
* Did you have to pay a labour recruiter a fee to get this job? If yes, how much did you have to pay?
* Have your personal documents been taken away from you by the labour recruiter or the farmer? If so, can you get them back if you ask?
* Did you receive a loan or a wage advance from the farm owner or a labour recruiter? If so, how much and what happens if you cannot repay?
* Do your wages get paid on time? How frequently do you receive your payment? How are you paid (in kind, cash, through the labour provider)?
* What do you need to do if you want to quit your job?
* What is your typical day on the farm like? How long do you work each day? When was the last time you had a rest day?
* Do you ever have to ask your family members to help you with your work tasks on the farm without pay?
* Have you ever witnessed other workers being abused at work?
* Have you seen young children (under 15 years old.) working at the farm during school hours?
* Do you think some groups of workers are treated worse than others? Why do you think that happens?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.4.1** All forms of discrimination are prohibited. | Farmer Interview:* How do you select and hire workers?
* Do you have any majority and minority groups amongst your workers?
* How do you ensure there is no discrimination towards workers or amongst the workforce?
* Have workers received any training on anti-discrimination?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.4.2** A system is in place to detect and remediate any incident of discrimination on the basis of age, gender, ethnicity, nationality, social origin, religion, membership of a trade union or other workers’ organisation, or any other characteristics that are not related to merit or the inherent requirements of the job. | Farmer Interview:* How would you identify any incidents of discrimination?
* Have you ever had a worker or others raise concerns about discrimination? How were these handled?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.5.1** Equal wages are paid to workers who perform the same job, irrespective of gender. | Farmer Interview:* Do you employ both male and female workers?
* Do you have male and female workers doing the same job? How do you determine wages?

Documents:* Wage slips or payment records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.11.1** Workers have the right to establish or join organisations of their own choosing. | Farmer Interview:* How many workers do you use? How do you recruit them?
* Are any of them members of workers organisations?
* How do you ensure they have the right to establish or join organisations if they wish to?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.11.2** There is no evidence of interference with the establishment and growth of workers’ organisations or their activities. | Farmer Interview:* Which workers organisations are active in this area? Are any of your workers members?
* Have workers ever tried to start up or join worker organisations? What happened?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.11.3** There is no interference with the right of workers to bargain collectively. | Farmer Interview:* Have your workers done any collective bargaining – i.e. for wage increases or different working hours?
* What was the result? Are you aware of similar collective bargaining happening on other farms in the local area?
* How do you try to ensure that workers have the right to bargain collectively?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.13.1** The Producer is aware of the legally applicable minimum wage/s (statutory national or regional minimum wage applicable to agriculture, collectively agreed wage, industry minimum). | Farmer Interview:* What is the legal minimum wage? How do you determine wages for your workers?

Documents:* Wage slips or payment records (if available)
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.19.1** Use of corporal punishment, mental or physical coercion, sexual harassment or physical or verbal abuse or harassment of any kind, is prohibited. | Farmer Interview:* Are there supervisors or other worker representatives that facilitate communication with workers? If yes, how do you ensure that they treat workers fairly?
* Have you received any complaints from workers about working conditions?
* What happens if a worker does not finish their work or do a bad job or break something? Are workers aware of the disciplinary procedure on the farm?

Worker Interview: * Are there any supervisors, worker leaders? How do they treat you? If they act unfairly, are you able to get help from anyone, e.g. the farmer or farm manager? What might be the consequences?
* What happens if you or another worker do not finish their work or do a bad job or break something? Are you aware of the disciplinary procedure on the farm?
* Do you think some groups of workers are treated worse than others? Do you know why that happens?
* Have you ever witnessed any use of physical punishment, sexual harassment, or physical/ verbal abuse towards or amongst workers?

Documents: * Disciplinary procedure

Evidence of training, training material | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.20.1** A policy and system for disciplinary measures is available and communicated to workers. | Farmer Interview:* What is your policy for discipline? Is it written down?
* Can you give an example of how you have had to discipline workers?
* How do you make workers aware of this policy?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **6.20.2** Any disciplinary actions are proportionate to the conduct in question and the system in place include fair warning principles. | Farmer Interview:* How do you decide what actions to take to discipline workers? Can you provide some examples?
* How do you warn workers of potential disciplinary actions?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# P7: Management System

| **Indicator** | **How to check** | **Grading** | **Comments** |
| --- | --- | --- | --- |
| **7.1.1** A Continuous Improvement Plan is available, implemented and monitored according to the applicable BCI Continuous Improvement planning process, and reviewed annually. | Does the CIP reflect considerations of both regional sustainability priorities and farm-specific challenges?Farmer Interview:* Do you have a plan for continuous improvement?
* How was it developed?
* What does this include? What are the main priorities for improvement?
* When was the plan last reviewed?
* How do you monitor progress against the plan?
* What progress has been made? Were there any specific challenges that have prevented implementation?

Documents:* Continuous Improvement plan
* Review the timeline of activities – is it achievable?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.2.1\*** A training plan identifying the key sustainability issues to be addressed for the Producer, the name of training provider(s), scheduling and expected participants is available and implemented.*[Applicable only if the farm has 50+ workers, including permanent, seasonal, migrant, sub-contracted]* | Farmer Interview:* Do you have a training plan covering all points in 7.2.1? When and how was it developed?
* How did you determine what to include in this plan?
* Has the training plan been implemented according to the plan and timeline? If not, why not?
* What challenges have you encountered in delivering this training?

Could you describe content and timing of the training for workers offered?Documents:* Training plan and timeline
 | * Compliant (or N/A)
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.2.2\*** Training materials for Better Cotton Initiative farmers and workers are available to cover Better Cotton Initiative Principles and Criteria Core Indicators, with a focus on key sustainability issues in the local context. Best practices (validated locally) related to production are shared with Better Cotton Initiative farmers through appropriate dissemination material in local language.*[\*Applicable only if the farm has 50+ workers, including permanent, seasonal, migrant, sub-contracted]* | Farmer Interview:* What methods for training employees or workers do you use? What has worked well?
* Can you give an example?
* How do you plan to adjust or improve your training approach in the future?

Documents:* Sample training materials
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.2.3\*** The Producer reports annual data on number of Better Cotton Initiative farmers and workers trained by gender and topic to demonstrate the implementation of the training plan.*[\*Applicable only if the farm has 50+ workers, including permanent, seasonal, migrant, sub-contracted]* | Farmer Interview:* Do you keep records on how many workers have received training?
* Are these categorized by gender and topic and training method?

Documents:* Training records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.2.4\*** The Producer operates a system to: (i) Assess and document the level of adoption of practices promoted through training;  (ii) Identify and address the risks associated with adopting the practices promoted through training; (iii) Evaluate the training materials continuously to improve their content and delivery.*[\*Applicable only if the farm has 50+ workers, including permanent, seasonal, migrant, sub-contracted]* | Farmer Interview:* How do you measure whether workers are adopting the practices promoted through training?
* Can you provide an example?
* Are there practices or topics that have been covered by training, but which workers are hesitant to adopt?
	+ How are you addressing these challenges?
	+ Can you give an example?
* How do you evaluate training materials and delivery to improve its effectiveness?
	+ Can you give an example of a change you’ve made in response to this review process?

Documents* Training materials and plan
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.3.2** The Producer maintains a farm-level record keeping mechanism (e.g. Famer Field Book) for essential production data on inputs and outputs in an accurate manner. | PU Manager/ FF Interview:* How are farmers in the PU recording data on inputs and outputs? (e.g. using field books)
* Is anyone assisting them with this process (i.e. children, FFs, etc)
* What challenges do they face with recording accurate data?
* How have farmers been trained on recording input/ output data?
* Are you training farmers on how to use the data as a learning tool?
* Is the production data complete/properly formatted, up-to-date and accurate?
	+ Note: will vary depending on the time of the season that the EA is conducted. E.g. if the EA is conducted at the start of the season data in the FFB will be limited (e.g. data may only include cost of land preparation, few input costs such as seeds, etc.)
* Are all farmer fieldbooks from the previous season are available for auditing purposes?
	+ Note: Going forward, this will be communicated to the IPs one season in advance as something that we will be checking and expecting during our BCI2PCC visits, so that they can collect and store all FFBs from a given season.
* How is data/record keeping stored/archived?
	+ Note: focus should be on good data management practices (not only compliance) that there is a sustainable system for managing historical records)
* Has the PU Manager received training on the data management processes and tools? \* Ask the PU Manager what type of training he/she received on the data management processes and tools \* The PU Manager's response should include: -- Review of the PU Manager's role and responsibilities -- Review of the data completion guidelines -- Review of how to use the FFBs
* Does the PU manager understand his/her responsibility for collecting and reviewing data prior to submission to the IP? \* Ask the PU Manager what he/she does with the data received before submitting to the next level and make sure the response includes an initial completeness check
* Does the PU have standard measurement systems at the local level for each results indicator? \* Either PU has a written policy or the PU Manager can confidently explain how each indicator is measured at the local level (i.e. locally-determined measurements of farm area and water use)

Documents:* Sample of farmer record-keeping (e.g. field books, receipts for inputs, farmer pocketbooks and/or other records to verify inputs, costs, etc.)
* Training materials

Farmer visits:* What data do you provide to the Field Facilitator on inputs and outputs? How do you record this? [look at examples in the field]
* What do you think is the purpose of keeping these records?
* Does anyone help you with recording this information?

Cross check records (i.e. farmer field book) with verbal feedback from farmers and receipts if available (i.e. pesticide receipts) | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.3.3** The Producer operates a system to collect, compile and report complete and accurate Results Indicator data in accordance with the Results Indicator Reporting template. | PU Manager/ FF Interview:* How do you collect and report on Results Indicator data?
* Who is responsible for carrying out this process?
* How do you ensure that data is complete and accurate? What challenges do you face in getting this data?
* Does the PU manager understand what complete data looks like and what problem areas to look out for? \*Ask the PU Manager what he/she looks for when reviewing the RIR data and make sure it includes that data is submitted for ALL RIs for each farm, (e.g. zero values listed instead of blanks, etc.) \*Make sure the PU Manager also mentions red flags/problems such as: -- duplicate Farm IDs -- multiple farms with identical data reported for a given indicator, etc.
* If measurement processes collect data in units different from the BCI standard, can those units can be confidently converted (e.g. by giving a clear explanation ideally with an example) to BCI standard units? \* Units must be convertible to the following: -- Area (of any measure): hectares -- SEED Cotton Harvested: kg -- Water Applied: m3 -- Cost and Income: local currency -- Fertiliser applied: kg or L -- Pesticides applied: kg or L -- Pesticide active ingredient concentrations: g/L or g/kg
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.3.4** The Producer creates and maintains a profile of the farm labour force, including estimates of numbers of workers, as per the Better Cotton Initiative defined worker categories and disaggregated by gender. The labour profile is updated annually, at the latest at the end of sowing. | Farmer Interview:* Do you have a profile (or list) of your labour force which includes all workers?
* How have workers been categorized?
* Are workers broken down by category and gender?
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.3.6** The Producer maintains receipts of sales of Better Cotton, including the buyer name, date, and volume, for at least one year. The LF Manager is able to collect and submit these sale records to BCI upon request. | Farmer Interview:* How do you sell your cotton? Are you issued with a sales receipt?
* How long do you keep these receipts for?

Documents:* Sales receipt or other sales records
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |
| **7.4.1** The Producer operates a system to: (i) Identify and address the risks of non-conformity with core indicators; (ii) Plan and enforce the implementation of Corrective Actions resulting from monitoring activities. | Farmer Interview:* Do you carry out any internal monitoring to identify risks of not meeting Core Indicators in the BCI standard?
* Have you identified any corrective actions (through internal monitoring or licensing assessment)?
* If so, how did you ensure these corrective actions were fully implemented? Can you give an example?

Documents:* Internal monitoring reports; corrective actions from external assessments
 | * Compliant
* Compliant with observation
* Incidental NC
* Systemic NC
 |  |

# Worker Interview Guide

This section includes a sample of questions that might be relevant when interviewing workers

| **Principle/ Questions** | **Comments** |
| --- | --- |
| **General/ Introduction***[explain purpose of the interview and that all information will be anonymous and confidential]** What is your name?
* What type of work do you do? Which farmer(s) do you work for?
* Do you live in the local area?
 |  |
| **Principle 1: Crop Protection***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 Integrated Pest Management?
* On what basis do you decide to apply pesticides?
* How long 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?
* Do you know the danger of pesticides? Can you give an example?
* Do you wear any protective equipment? Do you have access to PPE while preparing and applying pesticides? Please describe this. Do you always use protective equipment or only sometimes?
 |  |
| **Principle 5: Fibre Quality*** What is your role in handling or storing seed cotton?
* What practices do you use to help protect fibre quality and avoid contamination during harvest, storage and transporting seed cotton?
* Have you received any training on how to reduce contamination?
 |  |
| **Principle 6: Decent Work*** Has someone checked your age when you were hired? How old are you?
* What kinds of work do you do? How were you trained for these tasks?
* How old are other workers on the farm? Are there any workers under 18? Under 15? What tasks do they do?
* How are you paid for the work you do? Are all workers doing the same job paid the same?
* Are you working for your family or for someone else?
* How does your manager provide feedback to workers? How are workers disciplined if they don’t do a good job?
* Have you received any training or education on good work practices and the rights of workers?
* Have you encountered any issues of discrimination at work – for example due to your race or gender? How were these resolved?
* Are you aware of any code of conduct or policy non-discrimination?
* Are you a member of a union or other worker organisation? If not, would you like to be? Are you aware of your rights to join a workers organisation?

For the detailed guidance on the assessment of indicators on forced labour, please refer to a separate [Decent Work Assessment Guidance Pack](https://www.dropbox.com/sh/1jzzt6wx0us1xgo/AAArwno9bSwUI0hMv9VTNRlpa?dl=0), which includes indicator level guidance on an expanded set of indicators under Core Indicator 6.3.1 on forced labour, farmer and worker interview guides and standard operating procedures for incidents/risks of forced labour. |  |