



AUDIT PRINCIPLES & RULES
WHICH WILL APPLY DURING THE SIZA
ENVIRONMENTAL AUDIT WITH LEAF MARQUE
BOLT-ON

Version 2.0 – 2024

1. Introduction

SIZA and the LEAF Marque programme have aligned their efforts in providing South African producers with a time and cost-effective approach when it comes to conducting third-party audits against these standards. Based on the high level of equivalence between the SIZA Social and Environmental Standards compared to the LEAF Marque Standard, an agreement was reached whereby a full third-party audit can be conducted, based on the SIZA Environmental Standard with an additional Bolt-on on the same day(s) to cover the remaining requirements which are specific for the LEAF Marque Standard.

2. How will this work?

2.1. Registration with both Programmes:

A producer or business that would like to utilise the option of adding the LEAF Marque Bolt-on with their SIZA Environmental audit, will first need to ensure that they have a valid membership with and are registered with both programmes. This can be done on each programme's respective platform.

- If the member needs to register with SIZA, they can do so on the *MySIZA* Platform at www.siza.co.za.
- Registration for the LEAF Marque Programme, will mean that the producer must join as a LEAF charity member here: <https://leaf.eco/join-leaf>.

2.2. Completing the SIZA Self-Assessment Questionnaire (SAQ) and LEAF Sustainable Farming Review (SFR)

Each producer and business will need to complete and update the SIZA SAQ before they can schedule a third-party audit. If the producer opts to have the SIZA Environmental audit with the LEAF Bolt-on audit conducted, they must ensure to make the selection on their SIZA SAQ which will allow them to answer additional questions related to the LEAF Sustainable Farming Review (LSFR). The completion of the SIZA SAQ (together with the additional questions on LEAF) must be done each year in full, even if a third-party audit is not scheduled for that particular year. The audit is scheduled on the *MySIZA* platform by the producer by selecting an audit firm that is recognised by both programmes. The audit firm needs to know prior to the day of the audit that this will be a SIZA Environmental Audit with a LEAF Marque Bolt-on. The producer will indicate the "Bolt-on" option when selecting the audit firm of their choice. The selected audit firm need to have undergone LEAF Marque approval beforehand, and assign an auditor who has received the required training and recognition from both programmes.

Below is the screen that a producer will use to indicate whether the SIZA Environmental audit with the LEAF Bolt-on will take place:

Your SAQ was approved.

SAQ Report

Please select an audit company. Before finalising, please check with all your markets and buyers to confirm whether they accept the audit firm of your choice. SIZA cannot override the requirements of retailers.

* Please choose your audit request type
Announced

* Should this audit be combined?
Yes

* Should this audit include a Bolt-On such as LEAF Marque? ⓘ
Yes

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2.3. Third-party Audit:

The audit approach allows the SIZA Environmental audit to take place in accordance with the SIZA Audit Process and Methodology and will include a Bolt-on module which will cover the LEAF Marque full certification criteria for the additional bolt-on module during the same audit process. A SIZA Environmental audit will be conducted in full and by using an additional checklist which covers the LEAF Marque programme standard requirements. A producer will request a SIZA Environmental audit with the Bolt-on option on the MySIZA platform. The selected audit firm (recognised by both programmes) will schedule the audit accordingly, which will allow access to the auditor to the full SIZA Environmental audit and LEAF Marque Bolt-on checklist. Currently the recognised firms are NSF, Control Union and SGS.

**The agreement between SIZA and LEAF Marque will commence on the 1st of January 2024. Any SIZA Environmental audit conducted prior to this date will have to be renewed under this agreement if the producer's market requires the LEAF Marque Bolt-on.*

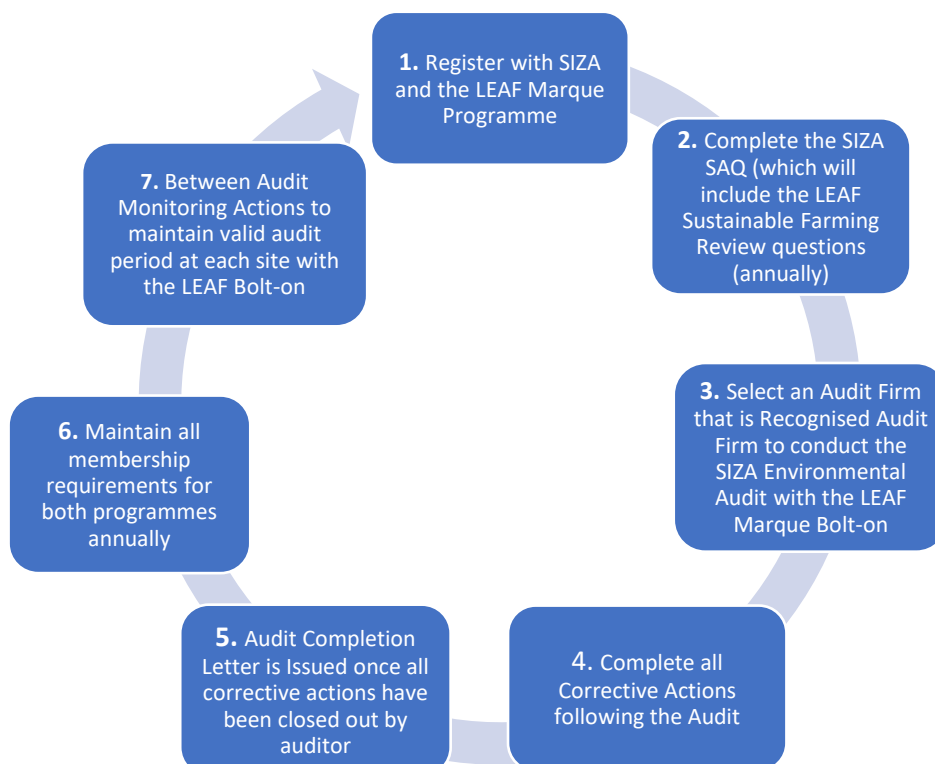
The outcome of this Bolt-on audit approach will consist of:

- one SIZA audit report (branded by both programmes);
- one set of corrective actions to be completed on the MySIZA platform;
- one SIZA Environmental Audit Completion Letter (branded by both programmes); – (*note that the Audit Completion Letter will be issued only if corrective actions are closed out as per the respective process and methodology of each programme).

For more information on the programmes audit process:

- [SIZA Audit Process and Methodology](#)
- [LEAF Marque Requirements](#)

Summary of Process:



3. A Valid SIZA Social (Ethical) Audit is compulsory

As the LEAF Marque bolt-on will only happen on the day of the SIZA Environmental audit, it is a requirement that proof must be presented that the site has a valid SIZA Social Audit Completion Letter prior to the audit day.

4. What happens if a site needs to do both the SIZA Social (Ethical) and Environmental audits?

In the case where a site does not have a valid SIZA Social (Ethical) or Environmental audit in place and is now required to do both the SIZA and the LEAF Marque programmes, the site will need to schedule both a SIZA Social audit and a SIZA Environmental audit with the LEAF Marque Bolt-on. The SIZA Social Audit needs to be completed first and proof must be provided prior to the scheduling of the SIZA Environmental Audit day.

5. How often should I conduct the LEAF Marque Bolt-on with my SIZA Environmental Audit?

SIZA audit frequency is based on the risk outcomes achieved following the audit, and can be either of the below:

- a **Platinum** risk rating which is valid for 3 years from the date of the audit.
- a **Gold-** or **Silver** risk rating which are both valid for 2 years from the date of the audit.
- a **Bronze** risk rating which is valid for 12 months from the date of the audit.

The frequency of the third-party audits will be subject to the SIZA Between Audit Monitoring programme which allows for each site that underwent the SIZA Environmental audit with the LEAF Bolt-on to receive site visits and verifications in-between third-party audits. The purpose of these in-between visits will be to monitor whether practices remain in place between audit periods. The SIZA Between Audit Monitoring approach of site visits is adapted so that wherever a producer is subject to less than annual audit frequency, a site visit including verification of LEAF Marque compliance will take place in the period between audits. i.e.:

- a Silver or Gold risk-rating audit outcome will receive at least 1 site visit in the 2 years between audits
- a Platinum risk-rating audit outcome will receive at least 1 site visit in the 3 years between audits.

What if the buyer request an annual audit, regardless of the site's risk-rating?

In any event where a business' market/buyer requires annual audits, the business should ensure they arrange the relevant audits with the relevant firm. For example, if the producer achieved a two (2) or three (3) year audit validity for their SIZA environmental audit with the LEAF Marque Bolt-on, but requires annual audits for a particular buyer, they need to schedule the full SIZA Environmental audit with LEAF Marque Bolt-on for the in-between years on its own.

6. How does this Impact Packhouses/Processing Facilities?

The scope of LEAF Marque Standard and the LEAF Marque audit will continue to cover Integrated Farm Management, and the whole farm (all products, land, and farming activities within the control of the farming business), ensuring implementation and assessment of Integrated Farm Management. The LEAF Marque programme is specifically aimed at primary farming units, meaning that the audit is applicable to farms and primary farming units. Packhouses and processing facilities will not be included in these audits. For more information, feel free to refer to [LEAF Marque Claims and Labelling](#) on their website.

7. General Rules and Regulations that will also Apply:

- Producers opting for the mutual audits must be registered as active members with SIZA (for both Social and Environmental modules) and LEAF (<https://leaf.eco/join-leaf>).
- In line with SIZA, LEAF Membership must be as an individual producer regardless of whether the producer is part of a producer group for GlobalG.A.P.
- Producers need a valid SIZA Social Audit Completion Letter prior to the Environmental audit and ensure that their SIZA Social audit is valid at all times, otherwise their Environmental audit will not be valid.
- The SIZA Environmental audit and the LEAF Marque Bolt-on will include all sections of the business and will not be based on a particular production unit or selection of crops/commodities. The audit will be a centralised management system audit and all requirements will be applied throughout the business.
- Producers must indicate on the *MySIZA* platform and communicate to the chosen audit firm that the audit must contain the LEAF Marque Bolt-on.
- The Bolt-on audit can only be conducted by a third-party audit firm and audit team that is accepted by both [SIZA](#) and the [LEAF Marque Programme](#).
- The audit must be conducted in accordance with the respective process and methodology of both SIZA and the LEAF Marque Programme.
- The auditee will be subject to unannounced audits, if and when it is deemed necessary by the auditee's buyer, SIZA or the LEAF Marque Programme.
- The auditee will be measured against the latest SIZA Environmental Standard, and LEAF Marque Bolt-on requirements.
- Producers are subject to all [SIZA Programme Terms and Conditions](#) and the [LEAF Marque Programme Terms and Conditions](#).

8. Frequently Asked Questions:

Questions	Answers
Is there a cost to LEAF Marque Charity membership?	Yes, a fixed fee of £237 is available for SIZA Environmental certified producers. Select the 'Equivalence' membership type at https://leaf.eco/join-leaf you will be asked to enter your SIZA number as part of the application.
Is the cost for the membership based on hectares for the entire farm, or just the producing area?	The fee is fixed and is not based on total hectares of farm area or production area.
We are a farm with a packhouse. We supply Tesco and will do the LEAF bolt-on, does this mean we exclude our packhouse "hectares" from the membership?	Correct, the packhouse does not need to be included in the hectares for the membership
We are a large commercial packhouse. We only pack for other farms – do we do the LEAF Bolt-on with our SIZA Environmental?	No, as a packhouse only you do not need to become LEAF Marque certified.

<p>If we do not need the labelling from LEAF as a packhouse on our packaging, do we still do the LEAF Bolt-on?</p>	<p>If you are also a producer whose buyer requires LEAF Marque certified produce you will need to do the LEAF Marque bolt-on, regardless of whether you apply the LEAF Marque logo at your own packhouse.</p>
<p>Can I book the LEAF Bolt-on with the SIZA Environmental audit together with my GLOBALG.A.P. IFA audit?</p>	<p>Yes, a farm can do the combined SIZA Environmental audit with their GLOBALG.A.P. IFA audit, including the LEAF marque bolt-on as one audit. The farm should make sure they select an audit firm that is recognised by all three schemes, to allow for an auditor to be allocated which is qualified to audit on all the schemes.</p>
<p>I did our Siza Environmental audits for 6 of our sites 2 weeks ago. We got platinum rating, with no non-conformances. Would that mean, that we will need to redo the entire environmental audit for each of the sites to include the Bolt-on?</p>	<p>The agreement with LEAF starts on the 1st of January 2024. Therefore you will have to apply for this audit if this is a requirement from your buyer. Unfortunately the audits prior to this date do not include the LEAF bolt-on.</p>
<p>Must the LEAF Sustainable Farming Review be done for every farm? Or where there is different farms under one company, just one for the company?</p>	<p>The LEAF membership will be based on the same registration as with SIZA, meaning that if the business is registered as a multi-site (multiple farms operating under one entity), it will be one profile. The additional questions related to the LSFR will be included in the SIZA Environmental SAQ.</p>

Contact:

SIZA	LEAF Marque
<p>For more information about SIZA, visit our website: www.siza.co.za</p> <p>Contact: Werner van Dyk Ethical and Sustainability Audit Manager werner@siza.co.za</p>	<p>To find out more about LEAF Marque, visit our website: https://leaf.eco/leafmarque/about</p> <p>Contact: Phil Skentelbery Assurance Manager phil.skentelbery@leaf.eco</p>