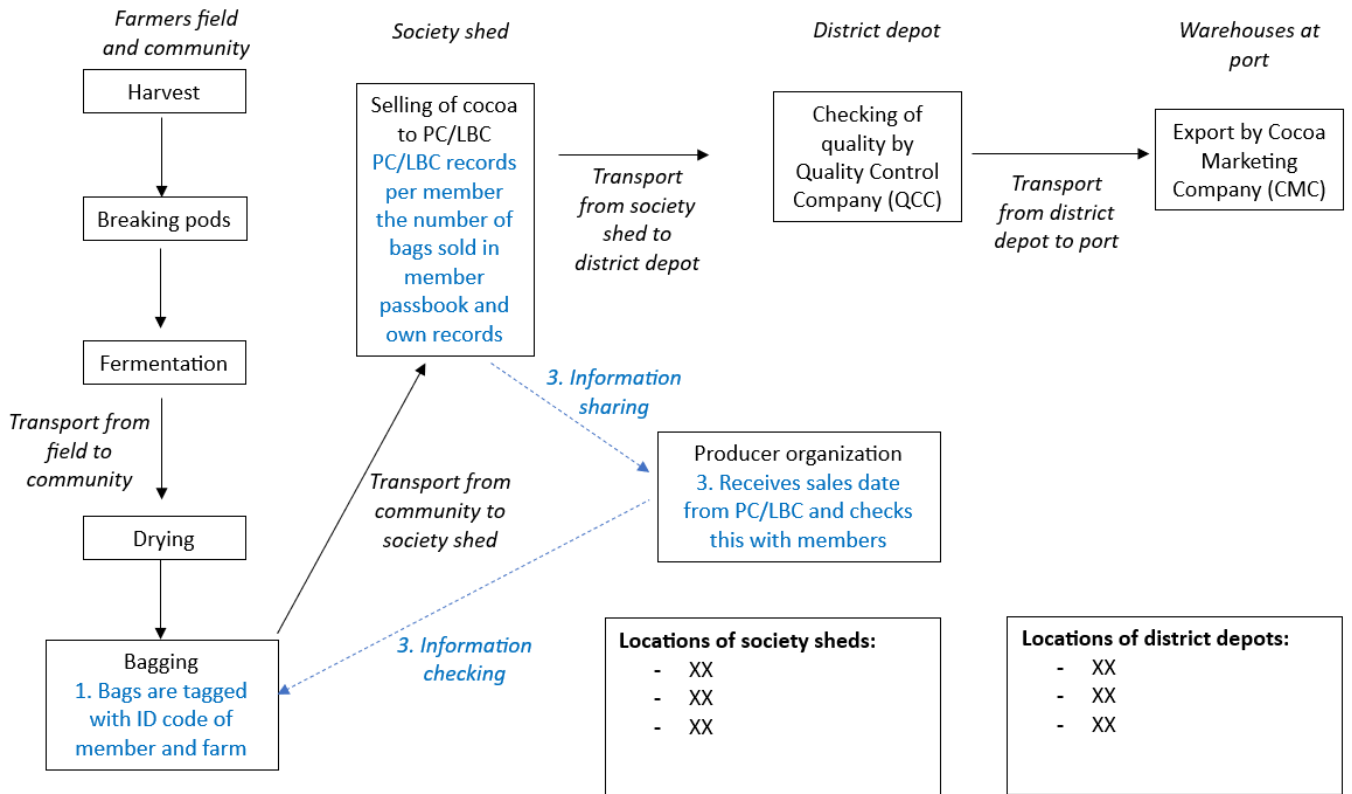




Fairtrade Standard for Cocoa

Version 27.09.2023_2.2

Guidance Document Documenting the Product Traceability Procedure Example for Ghana



Traceability means that you as Producer Organization (PO) can **trace cocoa back to the farm of the member** who produced it. As PO you are responsible for the traceability of the cocoa from the farm up to the point where the member sells his/her cocoa to a PC/LBC.

Traceability means that throughout the value chain until a bag of cocoa is sold to a third party, you should be able to tell on which farm the cocoa in the bag was produced. Up to the moment the cocoa is bagged by members, the risk of mixing cocoa is small because members gather pods on their own farms, organize their own transport to move the cocoa from the field to the community, and use their own drying platforms. However, the moment bags are moved to society sheds or warehouses bags can be easily mixed. Therefore, to implement traceability, each bag should be tagged with a unique code that can be traced to a specific farm of a member.

Digital solution means using a **computerized method**. There are two ways to implement this:

1. Manually generating codes to tag bags and entering the data into a computerized system (for example, a database or a mobile phone app).
2. Digitally generating codes to tag bags and scanning the codes to enter them in the computerized system.

Steps of documenting traceability

1. Bags are tagged with ID code of member and farm. Each member has a unique code and each farm has a unique code. For example, a member code can be AS-0284 (AS standing for Ashanti region), while the farms of this member are coded AS-0284-01, AS-0284-02, etc.
2. When the member sells the cocoa bags to the PC/LBC, the PC/LBC records in the passbook of the member and in his/her own records, the number of bags that were sold.
3. The PC/LBC shares the sales data with the PO. The PO checks this information with members.

An automated system

With an automated system, the PO generates bar-codes that are distributed to each member. The members stick the bar-codes to the bags when bagging the cocoa. The PC/LBC scans the codes when the member sells the cocoa to them and all information is automatically transferred to the PO.

Risks analysis of mixing member and non-member cocoa

Risk factor	Probability	Mitigation measures
Breaking pods	<u>Small</u> Members gather pods on their farm and not on other farms.	Raise awareness among members to keep the pods separate per farm.
Transport from field to community	<u>Small</u> Members organize their own transport.	Raise awareness among members to keep cocoa separate per farm.
Drying	<u>Small</u> Most farmers have their own mats to dry the cocoa.	Stimulate members to use their own drying mats.
Selling	<u>High</u> Especially when members deliver bags that are not completely full or when cocoa is repackaged.	Raise awareness among PC to not put cocoa together and to store it separately from non-Fairtrade cocoa. Members will mark their bags with their member code.
Transport from society shed to district depot	<u>High</u> PC and LBC transport cocoa from different farmers, including non- certified farmers.	The transport is done by either the LBC or PC and is out of the hands of the PO. The PO can discuss with PC and LBCs about the importance of not mixing certified and non-certified cocoa. Bags of members should be properly tagged.