



# STEPS TOWARDS FAIRMINED CERTIFICATION

## 1. APPLYING



First, you have to be sure that your artisanal and small-scale mining organization **comply with the requirements** of the [Fairmined Standard](#), which is why we recommend conducting a self-assessment analysis with our Fairmined Standard checklist. This **checklist will be needed for the audit**, but before that it can serve as a way of assessing the state of your organization. At the Alliance for Responsible Mining (ARM), we offer support on the path towards compliance.

Fill out the [Application form](#) and scan the documents that appear on the form and provide the following documents:

- [Miners register](#)
- [Fairmined checklist](#)

Subsequently, send your application form with the attachments to: [cert@responsiblemines.org](mailto:cert@responsiblemines.org)

For more information, check this document [Process and timelines of the Fairmined Certification](#), to know the details of the timelines for each step.

## 2. APPLICATION ASSESSMENT



ARM's Applications Committee assesses the application form and the attachments and carries out a due diligence process to guarantee that the organization truly is artisanal and small-scale as defined by the Fairmined Standard. In case your application is approved, ARM sends the application and attached documents to the authorized certification body. For 2014-2016 the authorized international



inspection and certification services body is [IMOsuisse AG](#), located in Cochabamba (Bolivia), with headquarters in Weinfelden (Switzerland).

By requesting the application, the mining organization grants ARM the right to use their information for certification and traceability purposes in their information system. The certification body IMOsuisse AG will review the application and will request additional information if needed in order to define the inspection's scope and send a quote of the audit and the certification and control contract with [the control and certification procedures](#). The contract is a legal document that defines the relationship between IMOsuisse AG and the mining organization. The contract defines the scope, rights, applicant's duties, financial aspects and deadlines. ARM will not be a part of this contractual relationship.

Through a legal agreement, ARM will supervise the job of the certification body IMOsuisse AG.

### 3. PREPARE FOR THE AUDIT



The bilateral relationship between the mining organization and the certification body continues upon signing the contract, and the physical audit planning process begins. ARM has no influence over the certification body's decision and will only provide support upon the mining organization's request. It is recommended to have prepared all the required documents by the auditor. See the [list of documents](#).

The audit is an inspection of the mining organization, its Fairmined System of Production, its facilities and sub-contracted facilities in order to ensure that their practices comply with the Fairmined Standard's requirements. IMOsuisse AG proposes an audit plan to the mining organization, which includes inspection dates and an audit schedule. IMOsuisse AG can also request additional details in order to correctly define the audit's scope and duration. The audit's cost depends on the scope, time and necessary logistics.

IMOsuisse AG, as the ARM recognized certification body, sends an invoice to the mining organization for inspection and auditing services, and in accordance with its [public rates table](#).

### 4. DOCUMENTARY AND PHYSICAL AUDIT





One or more of the certification body's auditors/inspectors carry out the auditing process depending on the size of the mining organization. An opening meeting is conducted at the beginning of the auditing process, where the audit's procedures and follow-up are explained in detail.

Among other things, IMOSwiss AG carries out a: documentary examination of both the mining organization and the legal companies that work under its umbrella; visits to the mining facilities and interviews with workers, members and members of the mining community. All facilities must be open to the auditors.

At the end of the audit, IMOSwiss AG presents the findings in a closing meeting. If the mining organization does not comply with all of the requirements of the Fairmined Standard, see [Sanction Policy](#). IMOSwiss AG and the organization sign an agreement that defines deadlines for the mining organization to comply with the missing requirements. These pending requirements of compliance by the mining organization are called "corrective measures".

After agreeing upon the corrective measures, the mining organization must send objective evidence to the certification body that prove compliance with the missing requirements of the initial audit. Evidence can be in the form of documents, plans, pictures or narrative explanations that prove compliance with the Fairmined Standard.

If the mining organization disagrees with the audit's findings, it can follow IMO Swiss AG's [appeals and complaints procedures](#) and put forward its due diligence. Additionally, when the disputes could not be resolved within the regular Appeals Procedures, you need to consider the [Arbitration Procedures](#).

## 5. CERTIFICATION



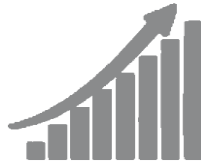
Once the corrective measures are solved and the mining organization complies with all requirements of the Fairmined Standard for the year in which certification is being applied for, the certification body will issue the mining organization's Certificate. From this moment on, the mining organization is Fairmined certified for a one-year period. The certification body will inform ARM that the Mining organization is certified.

Subsequently, ARM registers the mining organization in its system as a certified organization and the organization can sell its gold to the Fairmined supply chains.

For more information on how to sell your certified gold, call us at +574 332 4711 or send us an e-mail to [info@fairmined.org](mailto:info@fairmined.org). See the [list of Fairmined Suppliers](#).



## 6. POST-CERTIFICATION



Fairmined Certification is a process of continuous improvement. After being certified the mining organization must receive annual audits to verify compliance with the Fairmined Standard and the progressive requirements necessary to become the certification a continuous improvement path for the mining organization and the neighboring community. It is an important investment in the future for both the miners and their families. Throughout the process ARM will provide support and training services.

A mining organization that wishes to achieve Fairmined Certification takes on a [responsibility on three levels](#), that is to say, with the Fairmined System of Production, with the mining area and with the community.

Download our infographics “[The steps towards Fairmined Certification](#)” and “[Mining Organization Responsibility levels](#)“

For more information on the certification process, visit the [frequently asked questions](#) or contact [cert@responsiblemines.org](mailto:cert@responsiblemines.org)