

## Process and timelines of the Fairmined Certification for the ASMO

Version 1.0 (May 2015)

STEP	ACTIVITY	DEADLINE
Verification and evaluation of the application and annexes by ARM	ARM verifies whether the application is properly filled out and assesses whether the mining organization fits within the scope of the Fairmined Standard. If necessary, any doubts will be clarified directly with the artisanal and small scale mining organization (ASMO). If the application is approved, ARM informs the ASMO and sends a self-assessment questionnaire for a detailed preparation. At the same time, ARM submits the application pack and, in special cases the terms of reference, to IMOSwiss AG (IMO).	<2 weeks  (if the application is properly filled out)
Preparation for the audit	IMO sends the offer (estimate of the cost) and a contract with annexes (Contract for Inspection and Certification according to Fairmined standard) The ASMO accepts and signs the offer and the contract, and sends them to IMO. Once the signed offer is received, IMO proposes an audit plan with the dates and the logistics, for the ASMO's approval. ASMO ensures that the self-assessment questionnaire is completed and submitted to IMO before the audit.	<4 weeks
Conducting the audit	Once the ASMO has made the prior prepayment (80% of the offer), the itinerary for the audit is confirmed. The auditor assigned by IMO carries out the inspection of the mining site and facilities. At the closing meeting, both parts confirm the results of the audit.	Usually between 3-7 days
Preparation of the audit report	The auditor sends a draft report to the ASMO, which validates the findings and proposes the corrective measures.	<2 weeks
Evaluation of the auditor's report and certification's decision	The auditor sends the report to IMO headquarters, where the corrective measures are evaluated and confirmed and the certification decision is made, with a deadline for the implementation of the corrective measures (if there are any).	<4 weeks
Implementation of the corrective measures by the ASMO	ASMO implements corrective measures and informs IMO about the results within the deadline.	< 4 months
Certificate issuance	IMO assesses the evidence and, if satisfactory, issues the Fairmined certificate. From this moment, certified ASMO can commercialize the gold of its System of Production under favorable Fairmined conditions.	< 4 weeks  The validity of a certificate goes from the date of issuance until 18 months after the first day of the audit.
Annual follow-up audit	The ASMO ensures continuous compliance with the Fairmined Standard, with special focus on progressive requirements corresponding to year 1, year 3 and year 6. Two months before a planned follow-up audit date, IMO communicates with the ASMO requesting updated information necessary for the preparation of the audit offer.	The period between annual audits is one year.  Exceptionally, for the first year, the period is of one year from the date of the issuance of the certificate.