

* The maximum duration of each activity counts from the end of the previous activity, unless otherwise specified.

** Activities in black are mandatory. Activities in green do not apply to all certification processes.

Moment	Activities	Responsible	Max. duration for first time certification cases	Max. duration in recertification cases
Aplicattion	Complete the application form and annexes	ASMO	Variable	Approx. 20 days. - Application form should be send 1 month before the maximum audit day.
	Application evaluation and desk due diligence	ARM	Max. 15 calendar days	
	Audit service quotation request	ARM	Variable	
	Quotation service	Audit Firm	Variable	
	Audit Firm definition	ASMO	Variable	
	Certificate transfer (In case of change of audit firm)	ARM- Audit Firm	Non applicable	15 days
Audit preparation	Contract signing	Audit Firm- ASMO	Variable	Approx. 10 days
	Service advance payment	ASMO	Variable	
	In-situ verification planning	Audit Firm	Variable	
Audit	Desk documental verification	Auditor	1/2 day. Max. 1 day	
	Starting meeting	Auditor	Max 2 hours	
	Documental verification	Auditor	1 day. Max 2 days	
	In-situ verification	Auditor	1 to 3 days, depending of the ASMO size	
	Interviews	Auditor		

	Closure meeting - preliminary report	Auditor	Max 2 hours
Fairmined Standard compliment evaluation	Sending adjustments to minor non-conformities committed at the closing meeting	ASMO	Agreed with the auditor. Before sending the audit report
	Audit report and certification decision	Audit Firm	Max 15 calendar days since the starting meeting date
No-conformance closure period	First period. Sending evidences	ASMO	60 days
	Evaluation resume and certification decision	Audit Firm	8 days
	Second period. Sending evidences	ASMO	15 days
	Evaluation resume and certification decision actualization	Audit Firm	8 days
Fairmined Certificate emission	Invoice final payment	ASMO	Variable
	Digital delivery of the Fairmined Certificate with notification of certification decision, audit report, audit summary and list of miners.	Audit Firm	Max 8 days
	Registration of the Fairmined Certification decision in the Fairmined Information System	Audit Firm	Max 8 days
Investigation audit	Non-conformance closure check (remotely if possible)	Audit Firm	Variable
Appeals procedures	Appeal to the Certification decision taken by the Audit Firm	ASMO	15 days since certification decision notification
	Request evaluation	Audit Firm	Max 4 weeks

