



LEAF Marque Chain of Custody Self Assessment v1.0

Downloadable Copy A

This downloadable copy of the LEAF Marque Chain of Custody Self Assessment v1.0 is applicable to businesses that grow crops and/or rear animals on this site and do **not** buy, process, manufacture or mix LEAF Marque produce and are **not** making a LEAF Marque claim. When answering questions in the “About Your Site” section you believe your business does not fulfil these requirements please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B* to ensure that you complete all questions relevant to your business.

Once you have completed this downloadable copy remember to then transfer your answers to the online version of the [LEAF Marque Chain of Custody Self Assessment v1.0](#). You can evidence your compliance with control point 1.19 ‘LEAF Marque Chain of Custody Self Assessment has been completed and approval received’ by showing your Auditor the overview page of the Self Assessment or the email you will receive from support@leafchainofcustody.org called ‘Self Assessment – Approved’.

About Your Site

LMChoC.1.1 Is the business a member of LEAF?

No

Yes

Please provide the business’ LEAF Charity membership number: _____

Assessment Guidelines

You must be a member of LEAF (the charity) to be part of LEAF Marque and / or the LEAF Marque Chain of Custody system and to be eligible to use a LEAF Marque claim. Join LEAF at www.leafuk.org.

LMChoC.1.2 Do you grow crops and / or rear animals on this site?

Yes

No

Assessment Guidelines

You should select 'Yes' if you are LEAF Marque certified or working towards your first LEAF Marque inspection.

For a Producer Group, 'site' refers to the group of producers (with their respective production locations) supplying product to a central point. Please note, in general Producer Groups do not constitute multi-sites i.e. catering and food service sites.

If you select 'No' please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B* to ensure that you complete all questions relevant to your business.

LMChoC.1.3 Within this site does the business do one or more of the following:

- **buy product in?**
- **handle product not in your ownership?**
- **handle product that is not grown by you?**

Yes

No

Assessment Guidelines

By answering 'Yes' to this question you will be required to answer more questions within this Self Assessment to ensure that full traceability and segregation of LEAF Marque certified product is maintained – please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B*.

Please note, buying in product includes LEAF Marque certified and non LEAF Marque certified products.

For a Producer Group, 'site' refers to the group of producers (with their respective production locations) supplying product to a central point. Please note, in general Producer Groups do not constitute multi-sites i.e. catering and food service sites.

LMChoC.1.5 Does the business on this site process, and / or manufacture any product that is to be sold as a LEAF Marque certified product?

Yes

No

Assessment Guidelines

All users who process, and / or manufacture LEAF Marque products will need to be a Supply Partner in the LEAF Marque Chain of Custody. Please see the [LEAF Marque Chain of Custody Guidance Document](#). There is no fee at present for Supply Partners but this may be reviewed in the future.

For a Producer Group, 'site' refers to the group of producers (with their respective production locations) supplying product to a central point. Please note, in general Producer Groups do not constitute multi-sites i.e. catering and food service sites.

If you select 'Yes' please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B* to ensure that you complete all questions relevant to your business.

LMChoC1.6 Does the business apply / intend to apply the LEAF Marque logo to packaging at this site and / or make claims on marketing or communication materials (on or off pack)?

Yes

No

Assessment Guidelines

If you apply / intend to apply the LEAF Marque logo then you will need to complete LEAF Marque Licence Application(s) within the LEAF Marque Chain of Custody. Please see the [LEAF Marque Chain of Custody Guidance Document](#).

For a Producer Group, 'site' refers to the group of producers (with their respective production locations) supplying product to a central point. Please note, in general Producer Groups do not constitute multi-sites i.e. catering and food service sites.

If you select 'Yes' please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B* to ensure that you complete all questions relevant to your business.

LMChoC1.7 Does the business operate multiple sites where you apply / intend to apply the LEAF Marque logo and / or make claims on marketing or communication materials (on or off pack)?

Yes

No

Assessment Guidelines

Please answer 'Yes' if you operate multiple processing or management sites within the same legal entity where the LEAF Marque logo is used and / or a claim is made at Point of Sale (POS). Examples would include catering and food service sites.

For a Producer Group, 'site' refers to the group of producers (with their respective production locations) supplying product to a central point. Please note, in general Producer Groups do not constitute multi-sites.

If you select 'Yes' please download *LEAF Marque Chain of Custody Self Assessment v1.0 Downloadable Copy B* to ensure that you complete all questions relevant to your business.

Management Responsibility

LMChoC.3.1 Is there a person responsible for the management of the LEAF Marque Chain of Custody for this site?

No

Yes

Please provide their name: _____

Please provide their job role: _____

Assessment Guidelines

The LEAF Marque Chain of Custody Self Assessment looks at the processes and controls the site has in place to support the traceability and integrity of LEAF Marque products along the supply chain. The nominated person has the ultimate responsibility for the LEAF Marque Chain of Custody and ensures that the tasks are implemented. This may include, for example, training in traceability management.

LMChoC.3.3 Does the business keep records of LEAF Marque product traceability for 3 years?

Yes

No

Assessment Guidelines

All documentation and records for the traceability of LEAF Marque product must be kept for a period of at least 3 years. The records must be available to staff and external auditors.

Traceability Systems

LMChoC.4.6 For all LEAF Marque certified products leaving this site do the sales invoices and other related dispatch documentation specify its status as LEAF Marque certified?

Yes

No

If 'Yes' you will be required to upload a sample PDF document.

Assessment Guidelines

For dispatches from farms you must use the LEAF Marque certification number. If the traceability model applied is Identity Preserved then use the farm LEAF Marque certification number throughout the supply chain.

Examples of dispatch documentation include a dispatch / delivery note.