

## Report on Training of Certification Auditors 8<sup>th</sup> to 26<sup>th</sup> August 2011 (Batch 1)

### 1.0 BACKGROUND

This report highlights the first training session of the certification auditors / verifiers under the CFC/ICO/EU project on building capacity in coffee certification / verification in the EAFCA region. The overall target number of auditors to be trained is thirty-six (36) auditors from the nine project participating countries. The training was held from 7<sup>th</sup> to 27<sup>th</sup> August 2011 in Nairobi, Kenya. A total of nine (9) auditors were trained. The list of trained auditors, training programme and training evaluation for are listed in the appendix of this report.

### 2.0 TRAINING STRATEGY

The overall strategy is to engage accredited certification bodies to undertake training of the identified auditor candidates from the nine project participating countries. The participating countries are Burundi, Ethiopia, Uganda, Kenya, Malawi, Rwanda, Zambia Tanzania and Zimbabwe. The identified accredited certification bodies (companies) to undertake the training Africert Ltd ([www.africert.co.ke](http://www.africert.co.ke)) and QualityPlus International Ltd ([www.qualityplus.co.ke](http://www.qualityplus.co.ke)).



The training was in two components, vis-a-vis, classroom sessions and field work, in form of practical participation in actual auditing. For classroom sessions, a minimum of forty hours per week was required to be fulfilled by the participating candidates. The certification standards covered in this training are Utz Certified, Rainforest Alliance, 4C Association, CAFE Practices and ISO 9001.

### 3.0 CONCLUSION

The trained auditors will be accredited to certification bodies so that they can undertake certification auditing in their respective countries. Hereby reducing on the cost of certification and building capacity for certification. This leads to the ultimate fulfilment of objective of the project – the building of capacity in National Coffee Institutions (NCI).

**APPENDIX**

**APPENDIX 1 LIST TRAINED AUDITORS**

<b>NAME</b>	<b>COUNTRY</b>	<b>E-MAIL</b>
Ndayimirije Norbert	Burundi	ndayimirije@yahoo.fr
Rogers Kabali	Uganda	rndiwalungi@africacoffeeacademy.com
Nakato Viola B	Uganda	Violanakato2006@yahoo.com
Essau Sylvanus	Tanzania	M_begete1982@yahoo.com
Mvula Marco Mona	Malawi	thosimarco@gmail.com
Nsabimana Gilbert	Burundi	gilnsabimana@yahoo.com
Dan A. Mukutuma	Zambia	dmukutuma@gmail.com
Petan Hamazakaza	Zambia	hamazakazap@yahoo.com
Filtone Sandando	EAFCA	filtone.sandando@eafca.org

**APPENDIX 2: PROGRAMME OF TRAINING**

**PROGRAMME FOR TRAINING AUDITORS: 7<sup>th</sup> to 27<sup>th</sup> August 2001.**

**Kivi Milimani Hotel, Nairobi, Kenya**

**(AFRICERT COMPONENT 8<sup>th</sup> to 19<sup>th</sup> August)**

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
07/08/11		Arrivals of Participants	
08/08/11	08.30	Welcoming Remarks	Caleb Momanyi / Trainer - Africert
		CFC/ICO/EU Project Overview	Filtone Sandando / Project Manager
		Key note remarks from Africert Ltd	Ruth Nyagah / CEO, Africert
	9.00	SESSION 1	Caleb Momanyi / Trainer - Africert
	10.00	COFFEE BREAK	
	10.30	SESSION 2	Caleb Momanyi / Trainer - Africert
	13.00	LUNCH BREAK	
	14.00	SESSION 3	Caleb Momanyi / Trainer - Africert
	15.30	COFFEE BREAK	

	16.00	SESSION 4	Caleb Momanyi / Trainer - Africert
	17.00	CLOSE	
09/08/11	08.30	SESSION 1	Isaac Ihura / Trainer -Africert
	10.00	COFFEE BREAK	
	10.30	SESSION 2	Isaac Ihura / Trainer -Africert
	13.00	LUNCH BREAK	
	14.00	SESSION 3	Isaac Ihura / Trainer -Africert
	15.30	COFFEE BREAK	
	16.00	SESSION 4	Isaac Ihura / Trainer -Africert
	17.00	CLOSE	
10/08/11	08.30	SESSION 1	Caleb Momanyi / Trainer - Africert
	10.00	COFFEE BREAK	
	10.30	SESSION 2	Caleb Momanyi / Trainer - Africert
	13.00	LUNCH BREAK	
	14.00	SESSION 3	Caleb Momanyi / Trainer - Africert
	15.30	COFFEE BREAK	
	16.00	SESSION 4	Caleb Momanyi / Trainer - Africert
	17.00	CLOSE	
11/08/11	08.30	SESSION 1	Isaac Ihura /Trainer - Africert
	10.00	COFFEE BREAK	
	10.30	SESSION 2	Isaac Ihura / Trainer -Africert
	13.00	LUNCH BREAK	
	14.00	SESSION 3	Isaac Ihura / Trainer -Africert
	15.30	COFFEE BREAK	
	16.00	SESSION 4	Isaac Ihura / Trainer -Africert
	17.00	CLOSE	
12/08/11	08.30	SESSION 1	Caleb & Isaac
	10.00	COFFEE BREAK	
	10.30	SESSION 2	Caleb & Isaac
	13.00	LUNCH BREAK	
	14.00	SESSION 3 EXAMS	Caleb & Isaac
	15.30	COFFEE BREAK	
	16.00	SESSION 4 EXAMS	Caleb & Isaac
	17.00	CLOSE	
15/08/11	08.00-17.00	Farm Visit & Practicals (CMS Estate – Kiambu)	Bob & Judy - Africert
16/08/11	08.00-17.00	Field Practicals (SMS Farm – Thika)	Bob & Judy - Africert
17/08/11	08.00-17.00	Field Practicals (SMS Farm – Thika)	Bob & Judy - Africert
18/08/11	08.00-17.00	Field Practicals (SMS Farm – Thika)	Bob & Judy - Africert
19/08/11	08.00-17.00	Travel Back to Kivi Milimani Hotel and compile reports	Bob & Judy - Africert

**PROGRAMME FOR TRAINING AUDITORS; 7<sup>th</sup> to 27<sup>th</sup> August 2001,**

**Kivi Milimani Hotel, Nairobi, Kenya**

**(QUALITYPLUS COMPONENT, 22<sup>nd</sup> to 26<sup>th</sup> August)**

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
22/08/11	08.30	SESSION 1	James Gathage / QualityPlus
	10.00	COFFEE BREAK	
	10.30	SESSION 2	James Gathage / QualityPlus
	13.00	LUNCH BREAK	
	14.00	SESSION 3	James Gathage / QualityPlus
	15.30	COFFEE BREAK	
	16.00	SESSION 4	James Gathage / QualityPlus
	17.00	CLOSE	
23/08/11	08.30	SESSION 1	James Gathage / QualityPlus
	10.00	COFFEE BREAK	
	10.30	SESSION 2	James Gathage / QualityPlus
	13.00	LUNCH BREAK	
	14.00	SESSION 3	
	15.30	COFFEE BREAK	
	16.00	SESSION 4	James Gathage / QualityPlus
	17.00	CLOSE	
24/08/11	08.30	SESSION 1	James Gathage / QualityPlus
	10.00	COFFEE BREAK	
	10.30	SESSION 2	James Gathage / QualityPlus
	13.00	LUNCH BREAK	
	14.00	SESSION 3	James Gathage / QualityPlus
	15.30	COFFEE BREAK	
	16.00	SESSION 4	James Gathage / QualityPlus
	17.00	CLOSE	
25/08/11	08.30	SESSION 1	James Gathage / QualityPlus
	10.00	COFFEE BREAK	
	10.30	SESSION 2	James Gathage / QualityPlus
	13.00	LUNCH BREAK	
	14.00	SESSION 3	James Gathage / QualityPlus
	15.30	COFFEE BREAK	
	16.00	SESSION 4	James Gathage /

			QualityPlus
	17.00	CLOSE	
26/08/11	08.30	SESSION 1 EXAMS	James Gathage / QualityPlus
	10.00	COFFEE BREAK	
	10.30	SESSION 2 EXAMS	James Gathage / QualityPlus
	13.00	LUNCH BREAK	
	14.00	SESSION 3 EXAMS	James Gathage / QualityPlus
	15.30	COFFEE BREAK	
	16.00	SESSION 4	James Gathage / QualityPlus
	17.00	CLOSE	
27/08/11	All Participants Depart to their bases		

### APPENDIX 3 : EVALUATION FORM

#### EVALUATION FORM

#### CFC AUDITORS' COURSE

7<sup>th</sup> to 27<sup>th</sup> August 2011

Please fill in the information below and return the form.

Name: (Mr. / Mrs. / Miss / Ms.): \_\_\_\_\_

Organization / Company: \_\_\_\_\_

Job Title / Designation: \_\_\_\_\_

#### ABOUT LOGISTICS / ORGANISATION

(Please tick  as appropriate)

##### ▪ INFORMATION FLOW:

Excellent    Good    Adequate    Poor

##### ▪ AIRPORT TRANSFERS:

Excellent    Good    Adequate    Poor

##### ▪ ACCOMMODATION:

Excellent    Good    Adequate    Poor

##### ▪ FOOD:

Excellent    Good    Adequate    Poor

##### ▪ OVERALL ASSESSMENT:

Excellent     Good     Adequate     Poor

**ABOUT THE TRAINING**

(Please tick  as appropriate)

▪ **RELEVANCE:**  Excellent     Very Goodl     Averageul     Poor

▪ **COURSE CONTENT:**  Excellent     Very Good     Average     Poor

▪ **PRESENTATION BY TRAINERS:**  Excellent     Good     Adequate     Poor

▪ **FIELD TRIP:**  Excellent     Good     Adequate     Poor

▪ **OVERALL ASSESSMENT:**  Excellent     Good     Adequate     Poor

▪ Suggestions / Recommendations for improvement?

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