

# Procedure for Licensing of Brands

## 1. Purpose

The purpose of this document is to describe the procedures for reviewing Brands seeking licensing with the ROA. All Brands manufacturing and/or applying Regenerative Organic Certified® claims must license with the ROA.

## 2. Dependent documents

1. Supply Chain Guidelines
2. Audit Preparation Guidance for Brands
3. Claimed Materials Worksheet
4. Brand Supply Chain Actor Disclosure Form
5. Brand ROSP
6. Brand Reviewer Checklist
7. Decision letter
8. Brand License Agreement

## 3. Steps

1. Brand applicant submits the Brand License Agreement, Claimed Materials Worksheet, supply chain actor disclosure forms, ROSP, and applicable supporting documentation.
2. A designated ROA Certification Team member conducts a review of the Brand Licensee application for completeness.
3. A designated team member uploads information into myROC and assigns to an ROA auditor.
4. An ROA auditor contacts the Brand licensee applicant and conducts a brief opening meeting. This can be done asynchronously or synchronously. The opening meeting should include the scope, agenda, timeline, and purpose of the desk audit and any additional items needed.
5. The ROA auditor conducts the initial asynchronous desk audit and records on the *Audit Checklist for Brands* with a completion goal of 14 calendar days. Larger operations may take more time.
6. The ROA auditor notifies the Brand licensee of the outcome of the audit and any findings with deadlines for resolution of 30 days or sooner.
7. The ROA auditor reviews submission, closes out all issues of concern, and issues a letter of decision using ROA letterhead.
8. ROA proceeds with issuing a License and invoicing for payment of fees.

9. Outcome and approval status is recorded in myROC.