The health and safety of our participants and auditors are our top priorities. As such, we have adjusted the audit requirements and deadlines for Certified California Sustainable Winegrowing (CCSW) participants for the rest of this year and will communicate the information below to auditors as well.

**Desk audits will be completed in lieu of onsite audits for the remainder of 2020 and we are extending the May 1st deadline until June 1st. We understand this is an evolving situation and will also consider any requests for further extensions.** We will continue to monitor the situation and will be in touch if further amendments are needed. Please see below for additional details on deadline groups and tips for completing a successful desk audit.

**No Onsite Audits for the Remainder of 2020**

- Onsite audits will not be required for the May and July deadline groups in 2020. If you were due for an onsite audit this year, you will instead participate in a desk audit and undergo an onsite audit in 2021.
- If you are a larger organization on the Sampling Approach, you will participate in a desk audit for 2020 and increase the number of site visits in 2021 by the number of site visits missed this year.
- For wineries planning to use the logo, Chain of Custody Audits should be completed via desk audit if taking place during California’s shelter in place order.

**First Year Audits**

- Desk audits will be completed in lieu of onsite audits for the remainder of 2020. This includes new applicants seeking certification for 2020. An onsite audit will be required in 2021 (year two of certification) for all new participants that undergo a desk audit this year. (The 3-year audit cycle will remain the same with the adjustment of the audit order: Year 1 Desk Audit, Year 2 Onsite Audit, Year 3 Desk Audit.)
- In order to ensure a successful onsite audit in year two, a thorough desk audit should be completed.
  - Code Workbook Criteria to be verified for first year desk audits must include at minimum all prerequisite criteria, all high audit priority criteria, a sample of scores from each chapter, scores that require documentation. We highly recommend that all self-assessment scores are covered in a first-year desk audit to ensure the client is scoring their practices accurately.
  - Auditors should communicate all year two requirements (e.g., minimum score threshold, Red List/Yellow List materials, metrics, etc.) and ensure participants have
written action plans for any year two requirements not yet met or any criteria where they do not yet meet year two prerequisites scores.

Spring Interval – May 1st deadline group

- The May 1st deadline group is extended to June 1st. However, if additional time is needed, please email certification@sustainablewinegrowing.org to request an extension. Please be sure to specify the company name, why the extension is needed, and a proposed extension date.

Summer Interval – July 1 deadline group

- For now, the July 1st deadline will remain the same, but we will reevaluate this as the COVID-19 situation changes. Again, if an extension is needed, please email certification@sustainablewinegrowing.org and specify the company name, why the extension is needed, and a proposed extension date. (Please note, if you are selling grapes to a winery who encourages certification, please check with them regarding their deadline for receipt of the 2020 Certificate.)

Preparing for your Desk Audit:

1. Update self-assessment(s).
2. Close-out action plan(s) for previous year, including all action plans necessary to fulfill prerequisite requirements, or note progress made on action plan if items are for multi-year action plan(s).
3. Update action plan(s) and/or create new action plans for the next year.
4. Ensure that improvements have been made since last year (e.g., action plans have been met and/or scores have improved or progress has been made within a category score).
5. Provide explanation for any declining category scores.
6. Provide evidence for meeting the Minimum Score Threshold requirement (by generating the Certification Score Threshold Report in the SWP Online System).
7. Provide evidence for maintaining compliance with CCSW Red and Yellow List requirements (show Pesticide Use Report, provide appropriate justification if Yellow List materials were used).
8. Provide evidence for meeting the Performance Metrics requirements.
9. Provide copies and/or direction to ALL marketing and communications materials that use the certification logo/claims (website, brochures, secondary packaging, wine bottle label, etc.).
10. Prepare for and participate in a Chain of Custody Desk audit as necessary if using wine label claims/logo.

Tips for a Successful Desk Audit:

- Be prepared by completing the above steps in advance of the Desk Audit phone call. Ask CSWA for help if you get stuck and communicate with your Auditor about what to expect during the Desk Audit phone call.
- Utilize the SWP Online System by uploading supporting documentation, action plans, etc.
- Ensure the appropriate staff join the phone call or webinar.
• During the phone call with your auditor, use Zoom or another video webinar platform if possible. This will allow you to share supporting documents on the call and stay on the same page when going through the self-assessment criteria or audit checklist. Or, follow along as you go through the self-assessment criteria using the SWP Online System or a hardcopy Code Workbook.

• After the audit, if there are any outstanding items or corrective actions, be sure to follow up with the missing information or documentation.

• Note that the auditor may request additional forms of evidence to ensure a successful audit such as additional photo or video evidence to replace what would otherwise be visual observation.

The CSWA staff are here to support you if you need any assistance with the certification process, technology support or need to add or remove vineyards/wineries to your online system profile. In additional, if you have any questions or concerns, please do not hesitate to contact us (phone: 415-356-7549; email: certification@sustainablewinegrowing.org).

Thank you for your participation and dedication to sustainability. Stay healthy!

-The CSWA Team