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# LEAF Marque Data Room

## LEAF Marque Member guidance

Guidance on uploading evidence to the LEAF Marque Data Room, as part of the LEAF Marque Remote Audit protocol.

**April 2020**

# Scheduling of evidence submissions

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Your certification body is responsible for determining the:

- Time period for uploading evidence prior to the audit
- Date and time for the remote audit (to occur by phone call or video call)

The LEAF Marque Data Room will only be accessible during the time period for uploading evidence, as defined by the certification body. You will receive an email notifying you of when access has been granted.

If you have not received an email, please check that your contact details are correct on your myLEAF account, or contact your Certification Body.

Once you have been invited to complete an audit, you will see this screen when visiting the **LEAF Marque Data Room** service in the myLEAF website.

To begin, click the **Start** button.



## LEAF Marque Data Room

The Data Room provides facilities to submit evidence relevant to LEAF Marque remote audits.

Through this service, LEAF Marque scheme members may upload electronic copies of their supporting documentation to a secure online storage facility and share selected documents with their Certification Body for review prior to a remote audit.

**You have been requested to submit your supporting documentation for review by your Certification Body prior to a remote audit.**

Please select an entry from the list below to proceed.

| Audit                                 | Membership Number | Site          | Postcode | Start By           | Complete By          | Revision due date | Status  |
|---------------------------------------|-------------------|---------------|----------|--------------------|----------------------|-------------------|---|
| <a href="#">LEAF Marque Data Room</a> | 497641            | LEAF Farm Ltd | ME17 3BT | 30/04/2020         | 07/05/2020           | —                 |  Start Overdue   |
| <a href="#">LEAF Marque Data Room</a> | 497641            | LEAF Farm Ltd | ME17 3BT | Started 30/04/2020 | Submitted 30/04/2020 | —                 |  Awaiting Review |

The Data Room is structured to have a question for each section of the LEAF Marque Standard. You must upload evidence relevant to all Control Points in each section.

Once you have uploaded all relevant information, select **Yes**. If this section is not relevant to your business, no evidence is needed and select **No**.

Refer to the 'General advice' box for guidance on the evidence to upload.



## LEAF Marque Data Room

### Supporting Documentation

The evidence required will depend on the format of your remote audit.

- If your remote audit involves a video call, you must upload all relevant documents. You can also upload supplementary photos or evidence that you think is relevant.
- If your remote audit involves a phone call, you must upload all relevant documents in addition to photos and/or videos which provide observational evidence.

Review the verification icons against each Control Point to identify the relevant type(s) of evidence needed. Unless specified in the verification text, the verification icon(s) are optional and suggestions only. Specific guidance is provided for each section to highlight the required types of evidence needed; further documents or evidence can be uploaded in addition to this where it supports demonstrating compliance. All evidence must be clearly titled to help auditors identify the relevant evidence for each Control Point.

### Have you uploaded evidence to demonstrate compliance with the Organisation and Planning section of the LEAF Marque Standard?

- No  
 Yes

Evidence\*

[Add a file](#) to this answer from your document vault

Drop files above or [browse your computer](#) to upload a file

Comments

#### General advice

For documentary evidence, check you have uploaded documents to demonstrate compliance against all Control Points in this section.

DR.1

Supporting evidence can be uploaded by:

- **dragging and dropping** a file icon into the evidence box
- selecting a file using the system file browser by clicking the **browse your computer** link


Clearly name each file to help the auditor recognise the relevance of documents to the LEAF Marque Standard. If a document refers to specific Control Point, it may be helpful to state this in the document title.

Click **Start Upload** to confirm.



Once uploaded, files are stored in a secure document vault only accessible by the member. Files already in the vault may be added as evidence to other questions by clicking the **Add a file** link

Evidence\*


### Confirm file upload


File  CASI\_Requirements\_v2\_9\_1.pdf

Name

 [Start Upload](#)  [Cancel Upload](#)

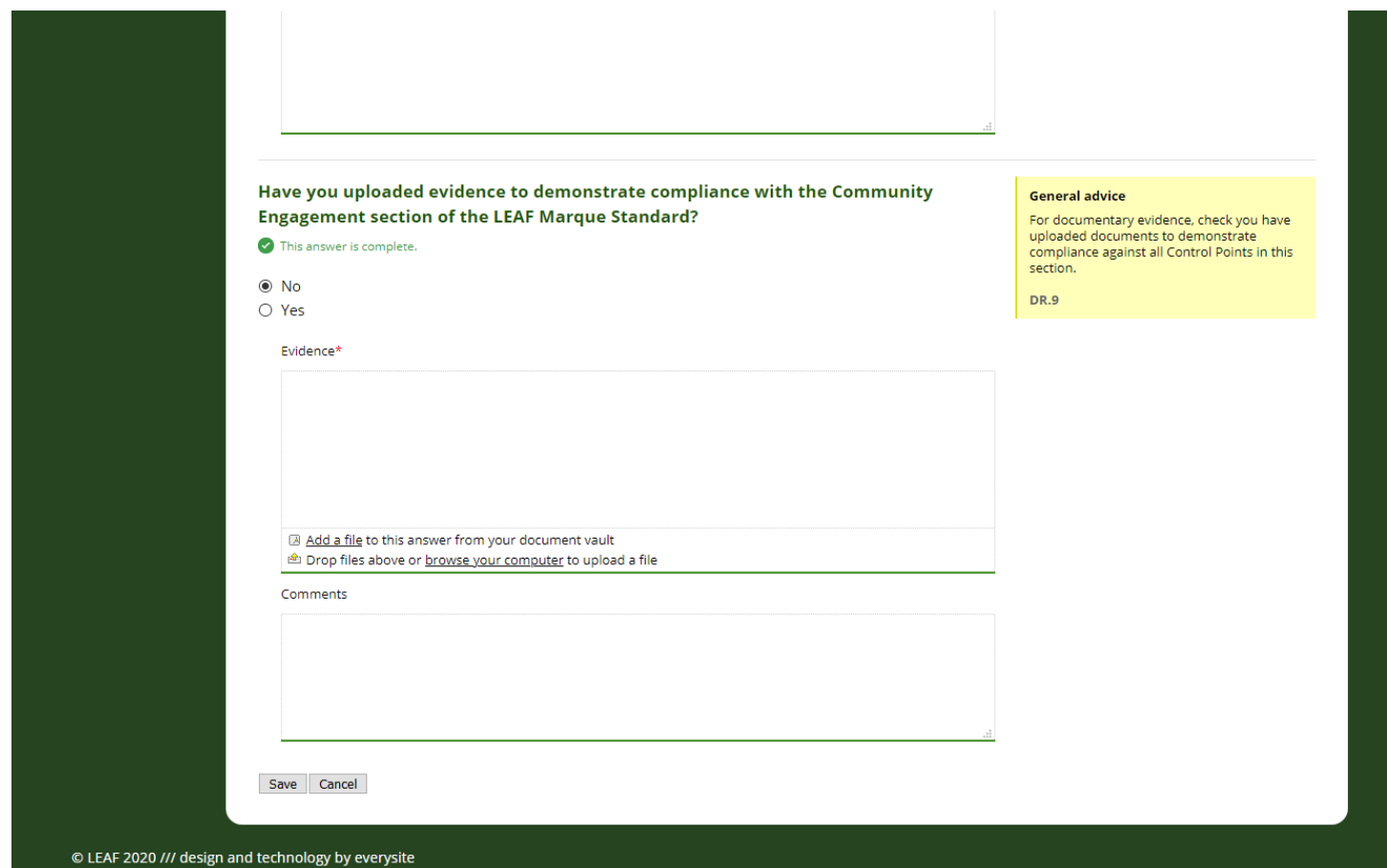
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 [Add a file](#) to this answer from your document vault

 Drop files above or [browse your computer](#) to upload a file

**Note:** the document vault also includes any documents uploaded to your LEAF Sustainable Farming Review.

To save any answers given so far click the **Save** button at the bottom of the page.

A screenshot of a web form for submitting evidence. The form is set against a dark green background. At the top, there is a large empty text box. Below it, a question asks: 'Have you uploaded evidence to demonstrate compliance with the Community Engagement section of the LEAF Marque Standard?'. A green checkmark icon indicates the answer is complete. There are radio buttons for 'No' (selected) and 'Yes'. Below the question is a section labeled 'Evidence\*' with a large empty text box. At the bottom of this section are two links: 'Add a file to this answer from your document vault' and 'Drop files above or browse your computer to upload a file'. Below the evidence section is a 'Comments' section with another large empty text box. At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side of the form, there is a yellow box titled 'General advice' containing text about documentary evidence and a reference to 'DR.9'. At the bottom of the dark green background, there is a copyright notice: '© LEAF 2020 /// design and technology by everysite'.

On all evidence has been saved, you will returned to the summary page.

The green bars under the “Supporting Documentation” header indicate the current state of completion.

- Green segments indicate completed questions
- Orange segments indicate partially-complete questions
- Grey segments indicate unanswered questions

When all segments are green the responses may be submitted for review by clicking the **Submit** button.

## LEAF Marque Data Room

✔ You have answered all questions. Click ""Submit for review"" to send your answers for review.

**To complete your documentation audit, you will be required to upload supporting evidence to demonstrate your compliance with various control points across the LEAF Marque standard.** This audit has been split into a number of questions, based on the sections of the LEAF Marque standard. For each question, please carefully read the guidance to ensure you attach the correct files in your response.

You have been given a date range within which your Certification Body expects you to submit your response. These dates have been set to allow them sufficient time to review your submitted evidence before the scheduled date of your remote audit.

Sections that are green have already been answered; sections that are orange have been started but are incomplete; sections that are grey require a response; sections that are white do not need to be answered.

**You are due to complete your submission by 07 May 2020.**

### Supporting Documentation



Submit for review

# Revisions to submitted evidence

After reviewing the submitted evidence, your auditor may send back your submission with a request for information to be amended or added.

You will be notified by email if further revisions to the submission are required.

Review the questions that have had a non-conformances raised against them. The auditor will provide feedback on the changes needed.

Resubmit the evidence in the same way as explained on the previous slide.



## Have you uploaded evidence to demonstrate compliance with the Organisation and Planning section of the LEAF Marque Standard?

- No  
 Yes

Evidence\*  
 (CASI Requirements Document v2.9.1)

Comments

The requirements document contains all the information needed.

### assessment guidelines

For documentary evidence, check you have uploaded documents to demonstrate compliance against all Control Points in this section.

DR.1

[Report Non-Conformance](#)

Mark as Reviewed

## Have you uploaded evidence to demonstrate compliance with the Soil Management and Fertility section of the LEAF Marque Standard?

- No  
 Yes

Evidence\*

Comments

### assessment guidelines

For documentary evidence, check you have uploaded documents to demonstrate compliance against all Control Points in this section.

For businesses that cannot conduct a video call, check you have uploaded observational evidence to demonstrate compliance against Control Point 2.7.

DR.2

[Hide Non-Conformances](#)

Mark as Reviewed

### Non-Conformance raised 28/04/2020 [Hide Details](#)

Details

Evidence needs to be uploaded here

[Mark Resolved](#) [Delete](#)