SOCIAL RESPONSIBILITY IN

TOBACCO PRODUCTION (SRTP)

SYSTEM USER GUIDE

Re-issued 28.04.09

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System Requirements

The system can run on the following operating systems:

Windows 2000
Windows XP
Windows Vista

The file is a Microsoft Excel file and can operate on the following versions:

MS Excel 2003
MS Excel 2007

System Security (Macros)

In order for the system to function correctly you must have your Macro security (within MS Excel) set to Medium level. A window will be displayed when you open the file explaining how to do this for both Office 2003 and Office 2007 versions.

Back ups

It is very important to run regular back-ups and we strongly recommend that you back up your SRTP file onto either a server or separate media (CD).

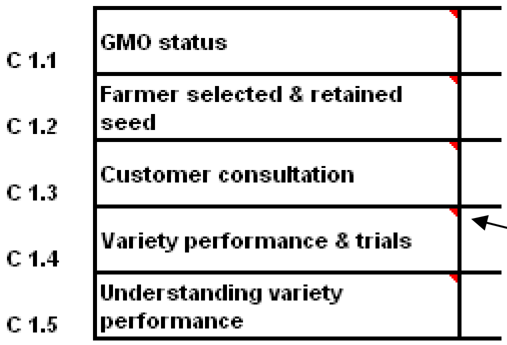
Introduction

The new SRTP Self Assessment Form is designed to help Suppliers complete their Returns data by allowing them to select the appropriate response to each question from a drop-down list of possible answers.

It is important to note that it is not mandatory to make progress on every single item on the system. The new system allows you to make progress on some areas only and still show progression in terms of road maps.

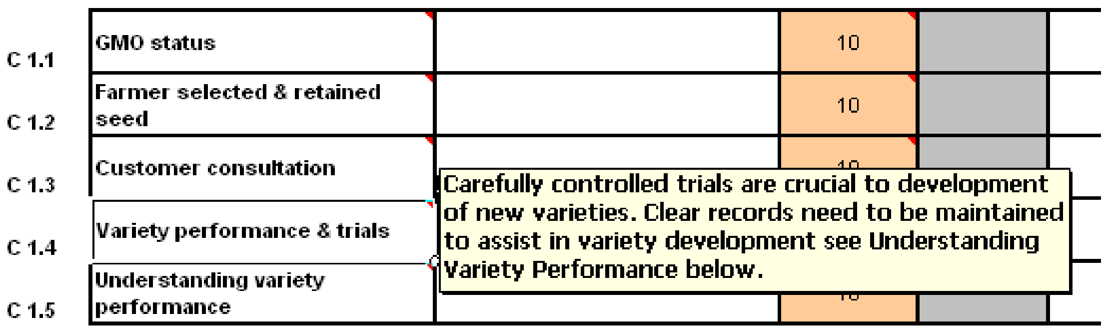
Many of the section and sub-section headings have an explanatory "comment" which, when selected, shows useful information about that particular heading.

These comments are shown in the following way on the form:



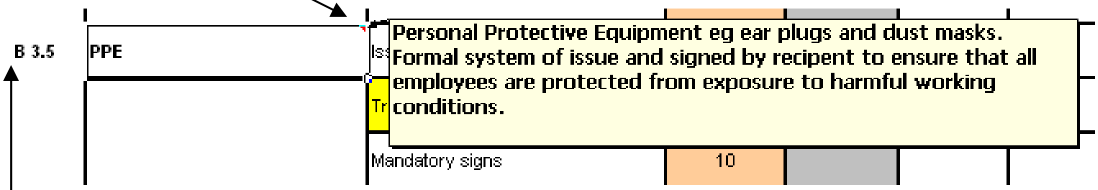
If a box has a red marker in the corner this indicates that a "comment" is available.

When you "hover" the mouse over a box with a red marker the comment is displayed, as follows:



Therefore to view any of the comments, simply hover your mouse over the box and the comment will be displayed.

Please Note: If a heading/sub-heading is displayed across more than one cell, you must hover the cursor over the first cell in order to view the comments. See example below:



The numbering shown down the left hand side of each section is purely for LeafTc auditing purposes and should be ignored by the Users.

Guidance Notes

Where explanatory information is fairly significant and detailed, we have created automatic links within each sheet which will take the User to the appropriate "guidance notes".

These links are shown as question-marks, eg

Click the question mark and you will be taken to the relevant guidance information.

In the example shown above the guidance notes will be displayed as follows:

GUIDANCE NOTES

B: Processing: 2. Impact on the Community

The objective is to ensure that the activities of the company do not have a negative impact on the surrounding community or environment. Impact to the external environment may be because of excess noise, dust, smoke, boiler emissions, sewage emissions and other waste materials such as from the clinic, oil etc leaving the factory in an uncontrolled, or worse, illegal manner. In addition, issues of energy and water conservation also need to be addressed in this section.

It is a fundamental requirement, in order to achieve significant points, that the company has conducted a full formal, documented assessment of all materials that are likely to have a negative impact on the external community/environment and have put systems in place to control them. Apart from the more obvious measurement of boiler stack emissions and ensuring that oil tanks are leak tested if below ground or fully bunded if aboveground, there are a large number of other potential "pollutants" that need to be controlled. Some have already been mentioned, others include:

Batteries, fluorescent tubes, spent fumigants, waste laboratory chemicals, kitchen waste and even light. & noise.

The above is not an exhaustive list and the purpose of conducting a survey is to identify all of those materials which leave the factory in liquid, solid or gas form.

Energy conservation was mentioned earlier. It is important that the company knows how much energy and water it consumes in order to produce 1 kg of packed tobacco. Clear records should be available and ideally graphs showing how conservation activities have resulted in reduced usage of both over time.

CLICK HERE TO GO BACK

At the bottom of each guidance note there will be a link which says "Click Here To Go Back" – this will take you back to where you came from.

Starting Your Data Entry

LeafTc will issue all Suppliers participating in the SRTP programme with a blank MS Excel file. The filename will be "SRTP (2009) IN PROGRESS.xls" (where 2009 is the current year).

Open the file to begin your data entry.

The system will open on the "Front Page". You can either use the buttons to go to the relevant sheets in the file, or click the bottom of each tab to go to the next one as required.

Users should start their data entry on the "**Supplier Info**" sheet. Most of the data entry points are self-explanatory but it is important to note the following:

Date of data entry	

(Enter the date that you are starting your data entry in the format dd/mm/yyyy)

First Year	2009

(This will be set automatically by the system to display the first year of using the new system and <u>cannot</u> be changed by the User)

Current Year	2009

This will also be set automatically by the system to display the current year and <u>cannot</u> be changed by the User.

<u>Note:</u> The year that is shown in the "Current Year" date cell, will automatically set the "Planned" column headings for all associated sheets.

For example, if the first year is 2009, then the "Planned" column headings will read "Planned 2010" and "Planned 2011".

The data in the Planned columns will automatically feed into the Action Plan sheet and will generate your Action Plans for the next 2 years accordingly. (*See the Action Plan Generator section on page 15 of this document for more information*).

Year of last review	2006

(Enter the date of your last SRTP on-site Review visit (if applicable) in the format yyyy)

Once the Supplier Info sheet has been completed use the button at the bottom of the sheet labelled “Click here to continue”. This will take you to the “Front Page” where you will see navigation buttons that will enable you to go to the other sheets in the file (Note: You can also use the standard Excel tabs at the bottom of each sheet to navigate around the system if desired).

Please Note: All questions on sheets A through to F must be completed before you can “complete” your submission.

Work your way through each sheet to complete each section.

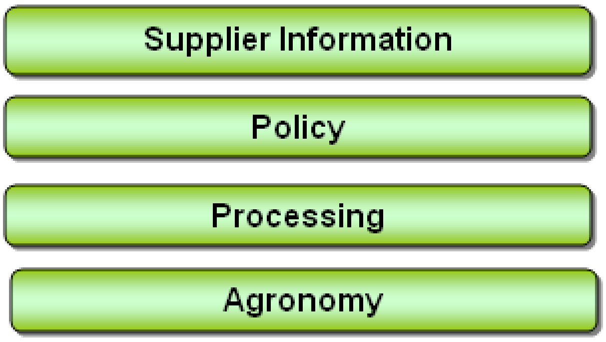
You can “Save” the file at any time and return at your leisure to complete your data entry.

Navigating around the System

There are several ways in which you can move from sheet to sheet:

1. Front Page Navigation Buttons

The Front Page contains navigation buttons clearly identifying which sheet they will take you to. Example below:



Simply click a button to go to that sheet.

2. Excel Tabs

Excel Tabs are displayed at the bottom of each sheet. Example below:

Simply click on a Tab to go to that sheet.

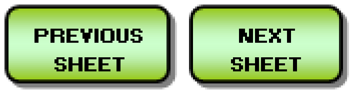
3. “Return to Front Page” Button

In the top left hand corner of each sheet you will see a button labelled “Return to Front Page”.

If you want to return to the Front Page in order to use the Navigation Buttons, simply click this button.

4. “Previous” and “Next” Buttons

In the bottom right hand corner of each sheet you will see two buttons labelled “Previous Sheet” and “Next Sheet”.



Simply click these buttons to move back to the previous sheet or forward onto the next sheet.

Form Design

There are 14 individual “user related” sheets within the SRTP file. These are labelled as follows:

“Front Page” – the file will open on this sheet which contains navigation buttons for all other sheets, and the facility to “Complete Submission”

“Supplier Information”

“Supplier Declaration”

“A. Policy”

“B. Processing”

“C. Agronomy”

“D. Post Harvest Management”

“E. Social Development”

“F. Climate Change”

“G. Summary” – this data is automatically generated

“H. Road Map Levels” – this data is automatically generated

“I. Action Plans” – this data is automatically generated

“General Comments”

The “Front Page” contains navigation buttons designed to make it easy for the User to go to the required data entry sheet.

The “Front Page” also contains a button labelled “Complete Submission”.
(The details on how to use this are explained on page 20 of this document.)

The “Front Page” also contains a button labelled “LeafTc Admin”. This button is for <u>LeafTc use only</u>.

Data Entry Sheets

Each Data Entry Sheet (Tabs A through to F) is designed in the following way:

Columns under the headings "Self Assessment" and "Last Review" are the only columns where the User can enter data.

Users are only required to complete the columns for "this" year and the next 2 years, ie

Self Assessment				Last Review
2008	2009	Planned 2010	Planned 2011	2009

The column headings will be determined by the dates that have been entered onto the Supplier Info sheet.

The column shown in grey above will be blank for the first year.

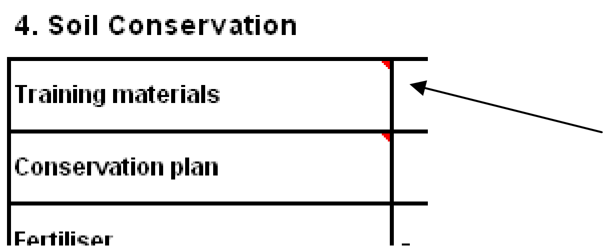
For subsequent years, this column will automatically be populated with last year's data (*see "Historical Data" on page 21 of this document*). It is coloured grey to indicate to the User that it cannot be amended.

Entering Scores

On sheets A (Policy) through to F (Climate Change Issues) you are required to complete every item on every section shown.

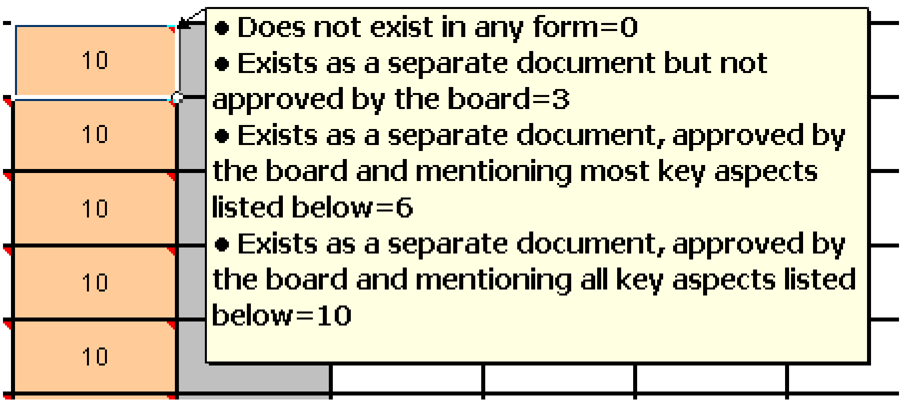
For each item shown in each section, you must enter an appropriate score into the columns shown under the “Self Assessment” heading.

In order to decide what score is appropriate for any item, hover the cursor over the item heading/sub-heading to read the explanatory comments.



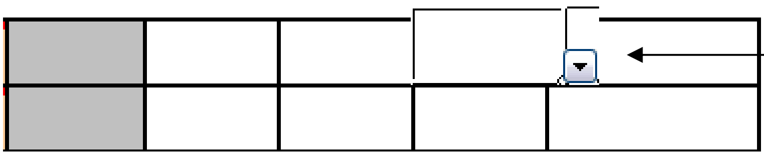
If a box has a red marker in the corner this indicates that a “comment” is available.

Next, hover the cursor over the “Maximum Available” column shown for the item to see which scores are available, eg 0, 3, 6 and 10.



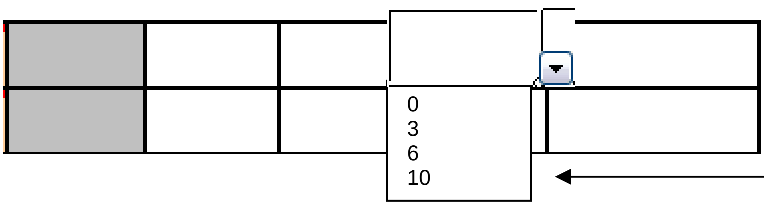
Then click the first available cell under the “self-assessment” column, and select the appropriate score from the drop-down list. For example

Self Assessment				Last Review
2008	2009	Planned 2010	Planned 2011	2009



Click here to reveal the list of available score values for an item.

Self Assessment				Last Review
2008	2009	Planned 2010	Planned 2011	2009



Then click the appropriate score from the list of values shown *(only the values shown in the list are available for selection).*

Repeat the process for all available cells in all of the “Self Assessment” columns.

NB: If you know what values are available in the drop-down list, you can simply type in the value required.

<u>Please Note</u>: You can save and close your file at any time and return to enter your data as many times as is necessary to complete the form. You do not have to enter all the data onto all sheets at one time. **Please make sure that you save your file regularly to avoid losing any data.**

<u>Don’t Forget to Read The Guidance Notes</u>

As mentioned earlier in this document, where explanatory information is fairly significant and detailed, we have created automatic links within each sheet which will take the User to the appropriate “guidance notes”.

These links are shown as question-marks, eg

2. Impact on Community ?

Click the question mark and you will be taken to the relevant guidance information.

In the example shown above the associated guidance note for "Impact on the Community" will be displayed as follows:

GUIDANCE NOTES

B: Processing: 2. Impact on the Community

The objective is to ensure that the activities of the company do not have a negative impact on the surrounding community or environment. Impact to the external environment may be because of excess noise, dust, smoke, boiler emissions, sewage emissions and other waste materials such as from the clinic, oil etc leaving the factory in an uncontrolled, or worse, illegal manner. In addition, issues of energy and water conservation also need to be addressed in this section.

It is a fundamental requirement, in order to achieve significant points, that the company has conducted a full formal, documented assessment of all materials that are likely to have a negative impact on the external community/environment and have put systems in place to control them. Apart from the more obvious measurement of boiler stack emissions and ensuring that oil tanks are leak tested if below ground or fully bunded if aboveground, there are a large number of other potential "pollutants" that need to be controlled. Some have already been mentioned, others include:

Batteries, fluorescent tubes, spent fumigants, waste laboratory chemicals, kitchen waste and even light. & noise.

The above is not an exhaustive list and the purpose of conducting a survey is to identify all of those materials which leave the factory in liquid, solid or gas form.

Energy conservation was mentioned earlier. It is important that the company knows how much energy and water it consumes in order to produce 1 kg of packed tobacco. Clear records should be available and ideally graphs showing how conservation activities have resulted in reduced usage of both over time.

CLICK HERE TO GO BACK

At the bottom of each guidance note there will be a link which says "Click Here To Go Back" – this will take you back to the sheet that you came from.

Post Harvest Management

The Post Harvest Management sheet (Tab D) has a section at the top of the sheet which is for information only

Please indicate percentage production of each crop type: *(Total must = 100%)*		Please indicate type of fuel:		If wood used, please indicate source:		Please indicate barn construction material:	
	%						
FCV		Wood		Own Plantation		Wood frame	
Dark Fire Cured		LPG		Commercial Planting		Wood tiers only	
Dark Air Cured		Coal		Wood Dealer		Brick	
Burley		Electricity		Native Forest		Metal frame	
Oriental		Natural product		Other		Other	
Total must = 100%							

We would ask that Suppliers complete the relevant columns as shown above to reflect their specific situation if they use wood and/or fuel for curing.

The remainder of the Post Harvest Management sheet should be completed as per the other sheets in the system, ie enter individual scores for each item/sub-item shown.

Action Plan Generator

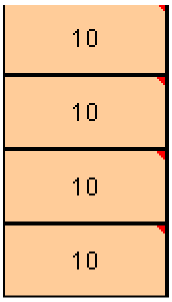
The system will automatically generate your SRTP Action Plans for the next 2 years.

This is based on the following information:

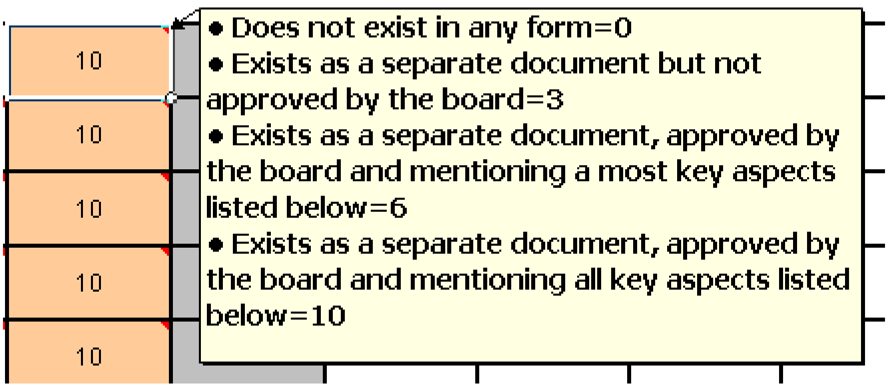
1. Current Year – taken from the Supplier Information sheet. This automatically labels the "Planned" columns and sets them to be the next year, and the year after that.

For example if the Current Year is 2009, the Planned column headings will read "Planned 2010" and "Planned 2011".

2. The Action Plan wording is taken from the appropriate data that is stored in the "Maximum Available" column. This is the column that is highlighted in orange, eg



When you enter your scores into the self-assessment for the "Planned" columns, the appropriate wording for that score is generated into the Action Plan section. For example



Using the example above, taken from the "Policy" section:

If you score yourself 0 for the Current Year; 3 for the first "Planned" year; and 6 for the next "Planned" year your Action Plan for that item will show

1.Policy		Plan 2010	Plan 2011
Formal document		Exists as a separate document, approved by the board and mentioning most key aspects listed in this section	Exists as a separate document, appro by the board and mentioning all key aspects listed in this section

Action Plan Rules:

The Action Plan Generator works according to the following rules:

If there is no improvement in your score from one year to the next (including from Current Year to the first Planned Year), the "Planned" cell remains white.

If there is an improvement in your score from one year to the next, the "Planned" cell background colour automatically changes to pink.

These colour changes are designed to make it easy for the reader to spot where future progress is/is not planned.

For example:

Sub-Topic	Points	2008	2009	Planned 2010	Planned 2011
	10		3	6	10
Specific	10		3	3	6
Country specific	10		3	3	3

Please Note: If all the above boxes remain "white", ie the score does not change from one year to the next, then NO Action Plan will be generated for that question.

Where the score remains the same, the Action Plan automatically generates the wording "No change is planned this year", eg

1.Policy		Plan 2010	Plan 2011
Formal document		Exists as a separate document, approved by the board and mentioning most key aspects listed in this section	Exists as a separate document, appro by the board and mentioning all key aspects listed in this section
Structure	Specific	No change is planned this year	Specifically relates to all SRTP issues
Structure	Country specific		

"Copy Action Plans for Quail" Button

Please Note: This button is only required to be used if you are a Supplier to BAT and use their QUAIL system.

For BAT Suppliers – this button should be used when you have completed your SRTP data entry.

It will simply copy your Action Plan data (from Tab I) into a new sheet labelled "Quail Action Plans".

The data in the new sheet will be "un-protected" and therefore you will be able to copy it and subsequently paste it into the BAT QUAIL system.

NB: A separate User Guide will be issued to BAT Suppliers explaining in detail how to copy and paste your Action Plan data into the QUAIL system.

Summary Tabs

At the bottom of sheets A (Policy) through to F (Climate Change Issues) there is a sub-total and total section, eg

Total for this section:	100		9	15	21	0

SRTP INDEX A - POLICY		9%	15%	21%	0%

This information is used to generate the information shown on Tab G (Summary).

Road Map Levels

This section of the system is generated automatically, based on the data that the User enters on Tabs A (Policy) through to E (Social Issues).

Please Note: The Road Map Level section will only be populated when all items in a section have been completed.

ROAD MAP LEVELS

Levels only appear when the corresponding SRTP section has been complete

SRTP Section	2008	2009	Planned 2010	Planned 2011
1.1		2	2.5	2.5
1.2		2	2.5	2.5
2.1		1	2	2.5

The first column identifies the "old" Road Map item numbers.

The formulas built into the system are designed to produce results that reflect the "old" SRTP system, ie Road Map levels from 1.0 through to 4.0 (including half levels) which are shown against Road Map items 1.1 (Policy) through to 4.3 (Capacity Building in Processing and Extension Services), as shown in the example above.

The purpose of building this element into the new system, at least for the first few years of running it, is to provide additional analysis data that is compatible with Client's current internal systems.

General Comments

This Tab is not compulsory and allows the User to enter free-format text, as the name suggests, in order for them to enter their own "general comments" if required.

Please Note: This section can be used to explain situations specific to individual Suppliers in order to clarify why they have self-assessed themselves at certain levels.

For example, many of the available scores within the system allow continuous improvement based on percentages, ie

- 100% farmer selected and retained seed=0
- Less than 75% farmer selected and retained seed, the remainder is certified by recognised authority=2
- Less than 50% farmer selected and retained seed, the remainder is certified by recognised authority=4
- Less than 20% farmer selected and retained seed, the remainder is certified by recognised authority=6
- Less than 1% farmer selected and retained seed=10

However, it may be that a User falls in between the allowed percentages, and therefore according to the available scores, cannot show progression.

In cases like this, the User can take advantage of the "General Comments" section to explain their circumstances.

Completing Your Submission

1. Only when all sections are complete, go to the “Front Page” and click the button marked “Complete Submission”.

2. The system will automatically run a validation check, if any question has been left un-answered a message will be displayed informing the user to return to the file and complete all sections.

3. If all questions have been answered, the system will generate 2 new files (the example below assumes your first year of submission will be in 2009):

> File 1 will be named “SRTP Returns (**2009)** COMPLETE.xls – this file should be submitted to LeafTc. This file will be a “read only” file and therefore amendments cannot be made once it has been “completed”.
>
> File 2 will be named “SRTP Returns (**2010)** IN PROGRESS.xls – this is the file that you will use for your <u>next</u> year’s Returns.
>
> However a <u>copy of the completed file</u> will also be created, named “SRTP Returns (**2009)** IN PROGRESS.xls” – this file can be amended if you realise you have made errors in your original file.
>
> If this is the case, when you press the “Complete Submission” on your amended file, the system will re-generate the 3 files again, overwriting the original files with the newly amended data.
>
> <u>Remember</u> you must send the file which is named “SRTP Returns (2009) **COMPLETE**.xls” to LeafTc.

4. Next year, you will use the file named “SRTP Returns (**2010)** INCOMPLETE.xls” as your base file and repeat step (3) above.

5. The system will then generate another 3 files (2010 complete, 2011 incomplete and a copy of 2010 which can be used for amendments if required).

6. Step (4) will be repeated for subsequent years, the system will automatically generate 3 new files and name them with the relevant year(s).

Historical Data

When you complete your submission, the system will automatically copy over some “historical” data from the current year’s file into the next year’s file.

The data which is copied over from one year’s file to the next is as follows:

> *Using the example where the current year is **2009***
>
> “Current 2009” data will be copied over into the “2009” column (which reflects “last year’s data”. This column of data will have a grey background and will not be available for amendment by the User.
>
> “Planned 2010” data will be copied over into the “Current” year column. This data will be available for amendment by the User if required.
>
> “Planned 2011” data will be copied over into the “Planned 2011” column. This data will be available for amendment by the User if required.

The “Planned 2012” column will be blank ready for manual data entry.

The above has been designed to make life easier for the User so that they do not have to re-enter their “current” and “next year” data each time they start a new year’s submission.

However – it is important to note that the current and next year plan data can be manually amended by the User if required.

“Last Review” Data

Please Note: The “Last Review” Data only refers to Reviews conducted using the new SRTP System.

Full details on how to complete this data will be provided in a separate document later in the year.