

18th March 2021

To Whom It May Concern:

Dear Sir/ Madam,

RE To whom it may concern

Madam Sharon Mbuthia has served in AfriCert at the capacity of an auditor, certification officer, Quality control desk and latest as a Lead auditor; from 16th May 2017 to 19th March 2021. In the following period of time:-

May to December 2017- Auditor

January to December 2018- Certification officer

January 2019 to March 2021- Lead Auditor and Quality Control

She was tasked with the following duties:

- (Quality control)- Review of Rainforest alliance audit documents and timelines from audit application, contract signing, Sales-force database summary QC review and AfriCert server updates QC reviews and Rainforest Alliance standard audits process and Certificate issuance process checks
- (Lead Auditor) - Rainforest Alliance, UTZ Certified, GLOBAL G.A.P. and CAFÉ Practice (SCS) standards auditing in Kenya, Tanzania, Rwanda and Malawi for tea, coffee, fruits and vegetables at estate and smallholder level.
- (Certification officer) - Receiving and processing of applications, planning for audits, contract and sublicense preparation, technical quote generation, calendar management, marketing activities, communication with clients and auditors during audit planning and ensuring client queries on certificates are resolved

Madam Sharon worked diligently at AfriCert. She has good interpersonal skills, is hard-working, good auditing skills and has good communication skills.

Please offer her all the assistance she requires.

Kind regards



Janet Maundu

Operations/Technical Manager

AfriCert
Certification Company