CERTIFICATION REGULATION

Contents

Preamble

The present Certification Regulation describes the general requirements for the implementation of Q CHECK's GLOBALG.A.P. IFA Certification Scheme and is meant to serve as a guide for the producers.

Producers seeking certification against GLOBAG.A.P. IFA Standard, shall always refer to the normative documents distributed by the GLOBALG.A.P. Secretariat at https://www.globalgap.org/uk_en/documents/ for information. The reference documents shall at least include the General Regulations (Parts I to III), the corresponding scope Regulations, the Control Points & Compliance Criteria and the Quality Management System Checklists (for option 2 and option 1 with QMS), all in their latest versions.

The present Certification Regulation does not in any way substitute the original normative Documents but is meant to assist producers identify the key elements for achieving GLOBAG.A.P. Certification status.

GLOBALG.A.P. Standards

GLOBALG.A.P. is a global Organization with a crucial objective: safe, sustainable agriculture worldwide. They set voluntary standards for the certification of agricultural products around the globe. G.A.P. stands for Good Agricultural Practice and GLOBALG.A.P. is a globally recognized standard that assures it. GLOBALG.A.P. members create private sector incentives for agricultural producers worldwide to adopt safe and sustainable practices. Globally connecting farmers and brand owners in the production and marketing of safe food, GLOBALG.A.P. Certification offers reassurance for consumers. The implementation of the Standard lays the foundation for the protection of scarce resources by the implementation of Good Agricultural Practices.

GLOBALG.A.P. Certification generally covers:

- Food safety and traceability
- Environment (including biodiversity)
- Workers' health, safety and welfare
- Animal welfare
- Includes Integrated Crop Management (ICM), Integrated Pest Control (IPC),
- Quality Management System (QMS), and Hazard Analysis and Critical Control Points (HACCP)

GLOBALG.A.P. Standard demands great efficiency in production. It improves business performance and reduces waste of vital resources. It also requires a general approach to farming that builds in best practices.

Q CHECK Inspection and Certification Organization

Q-CHECK is an independent Accredited Certification and Inspection Body providing assessment, auditing and inspection services for system and products against specific International and European standards, schemes and protocols.

Q-CHECK currently holds the following accreditations:

Accredited against ISO17021:

- ISO 9001:2015 Quality Management Systems
- ISO 22000: 2018 Food Safety Management Systems
- FSSC 22000 Food Safety Scheme

Accredited against ISO 17065:

- Organic Product Certification EU (Regulations 848/2018)
- Private Organic Product Certification Scheme equivalent to EU (Regulation 1235/2008)
- GLOBALG.A.P. IFA

Q-CHECK is the holder of Accreditation Certificates No. 725 and No. 827, accredited by the National Accreditation Body of Greece, E.SY.D. Detailed information can be accessed at E.SY.D website http://www.esyd.gr/portal/p/esyd/en/catalogues.jsp

The GLOBALG.A.P. IFA Standard (Version 5)

The GLOBALG.A.P. IFA Standard V5 is built on a system of modules that enables producers to get certified for several sub-scopes in one audit. It consists of:

- **General Regulations**: These map out the criteria for successful CPCC implementation as well as set guidelines for the verification and the regulation of the standard.
- **Control Points and Compliance Criteria (CPCC)**: These clearly define the requirements for achieving the quality standard required by GLOBALG.A.P.

The Control Points and Compliance Criteria (CPCC) are also modular-based consisting of:

- The **All Farm Base Module**: This is the foundation of all standards, and consists of all the requirements that all producers must first comply with to gain certification.
- The **Scope Module**: This defines clear criteria based on the different food production sectors. GLOBALG.A.P. covers 3 scope s: Crops, Livestock and Aquaculture.
- The **Sub-scope Module**: These CPCC cover all the requirements for a particular product or different aspect of the food production and supply chain.

To get certified, producers must comply with all the CPCC relevant for their sub-scope. For example, a strawberry grower must comply with the All Farm Base CPCC, the Crops Standard CPCC and the Fruit & Vegetables CPCC to receive a GLOBALG.A.P. IFA Fruit & Vegetables Standard Certificate.

GLOBALG.A.P. also provides checklists for each module to help producers better prepare their farms and make the necessary changes before a certification body inspector performs an audit or inspection.

At present, Q CHECK Accreditation covers the scope "**Crops**" and the sub-scope "**Fruit and Vegetables**".

The GLOBALG.A.P. Fruit & Vegetables Standard covers all stages of production, from pre-harvest activities such as soil management and plant protection product application to post-harvest produce handling, packing and storing.

Certification Options

GLOABALGAP IFA and Q-CHECK Quality Management System offer the following Certification Options:

Option 1 – Individual Certification

An individual producer applies for certification (GLOBALG.A.P. or a benchmarked scheme). For option 1, the individual producer is the certificate holder once certified.

Option 1 – Multisite without Implementation of a Quality Management System

An individual producer or one organization owns several production sites that do not function as separate legal entities.

Option 1 – Multisite with Implementation of a Quality Management System

An individual producer or one organization owns several production sites that do not function as separate legal entities, but where a QMS has been implemented. In this case the rules of the General Regulations Part II – Quality Management System Rules (QMS Rules) shall apply.

Option 2 (Group Certification Option)

- A producer group applies for group certification (GLOBALG.A.P.).
- The group, as a legal entity, is the certificate holder once certified.
- A group shall have a QMS implemented and comply with rules set out in the GLOBALG.A.P. General Regulations Part II – Quality Management System Rules.

Application process

Any producer seeking GLOBAG.A.P. IFA Standard Certification shall first submit the corresponding Application Form to Q-CHECK. The Application Form covers the information required by GLOBAG.A.P. IFA General Regulations Part I Annex I.2 (GLOBALG.A.P. registration data requirements), for the registration of the producers at the GLOBAG.A.P. Database and their submission to the Certification System. By registering, the applicant commits to comply with the certification requirements at all times, the communication of data updates to Q-CHECK and the payment of the applicable fees established by GLOBALG.A.P. and by the corresponding table of fees of Q-CHECK.

Applicants should be aware that the payment of the relevant GLOBALG.A.P. inspection and certification fee does not guarantee the issuing of the certificate. Certification is solely associated to the continuous compliance of the producer against the requirements laid down in GLOBALG.A.P. IFA Standard.

Application and Certification Scope

Q-CHECK's scope of GLOBALG.A.P. Certification covers the following:

- The controlled production process of primary products. It does not cover crops harvested in the wild.
- Only plant products included in the respective GLOBALG.A.P. Product List (version in force) may be approved for certification during the application process.
- The application shall cover only products that are produced by the producers themselves. Producers cannot receive certification for the production of products that are not produced by themselves. This is a criterion for application rejection.

All the elements above shall be assessed whenever a new application is received by Q-CHECK. If the criteria are not met, the application shall be rejected or partly rejected (ex. in case some of the products applied for certification are not included in the GLOBALG.A.P. Product List) and the producer shall be notified in writing in due time.

Applications received from producers/operators that do not manage any land for the production of the registered products (either owned or rented) shall not be accepted by Q-CHECK.

Service Contract & GLOBALG.A.P. Sub-license Agreement

Once the application of the producer/company/producer group is accepted, the applicant shall receive Q CHECK Service Contract and the GLOBALG.A.P. Sub-license and Certification Agreement in its latest version. Both documents shall be originally signed and stamped, if the applicant is a legal entity. The original documents shall be submitted to Q CHECK and the corresponding fees shall be settled by the applicant before the initial inspection takes place.

The GLOBALG.A.P. Service Contract between Q-CHECK and the producer may be valid for up to 4 years, with subsequent renewal for periods of up to 4 years.

GLOBALG.A.P. Service Contract termination

In case an applicant requests the termination of the Service Contract and the Sub-License and Certification Agreement, the following actions shall be taken:

- The applicant shall send a formal termination request to Q CHECK.
- If the Certification Cycle is not over by the time the request is submitted, the applicant shall also inform all clients that he withdrew from GLOBALG.A.P. System and take any necessary actions to remove any references to the Certification Scheme from any harvested products and/or transaction documents.
- Upon acceptance of the termination of the Contract Service, Q CHECK shall immediately modify or update the GLOBALG.A.P. Database accordingly.
- From the specific contract termination date onwards, Q CHECK shall block the producer (GGN) in the GLOBALG.A.P. Database.

- Q CHECK shall contact the GLOBALG.A.P. Database Customer Support Team for shortening of the certificate validity.
- It shall be decided by Q CHECK if the Certification Fee applies for the current Certification Cycle.

Any Service Contract that is not timely renewed by the producer/company/producer group, shall terminate on the date of its expiration.

On termination of the Service Contract (GLOBALG.A.P. Certification Agreement) and the Sub-License and Certification Agreement the right of the producer to use the GLOBALG.A.P. claim, including the trademark, GGN, or the QR code logo, terminates with immediate effect. The producer shall immediately stop using any reference to Q CHECK Inspection and Certification Body, as the GLOBALG.A.P. Certification Scheme is concerned and make any further use of Q CHECK logo.

Registration Process

Once the producer is registered at the GLOBAG.A.P. Database, shall be supplied with a unique GLOBALG.A.P. Number (GGN), which is used as a unique identifier for all GLOBALG.A.P. activities. If a producer who has already been registered changes CB or applies to Q-CHECK for certification of a different product, the producer shall communicate the GGN assigned by GLOBALG.A.P. to Q_CHECK. Before registering a new applicant, Q-CHECK staff shall check the GLOBALG.A.P. Database to verify if the applicant is already listed.

For the registration to be completed, the applicant shall satisfy all the following conditions:

- Submit to Q-CHECK the relevant application that shall include all the necessary information.
- Sign acceptance of the GLOBALG.A.P. Sublicense and Certification Agreement in its latest version with Q-CHECK, or the applicant shall explicitly acknowledge the receipt and the inclusion of the GLOBALG.A.P. Sublicense and Certification Agreement with signature on the service contract/agreement with Q-CHECK and Q-CHECK shall hand over a copy of the Sublicense and Certification Agreement to the producer.
- Be assigned a GLOBALG.A.P. Number (GGN), if they don't already have a GGN or a Global Location Number (GLN).
- Agree in writing to pay the GLOBALG.A.P. registration fee, as explained in the latest version of the GLOBALG.A.P. fee table.

The registration process, in case of initial certification and transfers, shall always be finalized before inspection is planned and can take place.

In the case of first registration Q-CHECK shall confirm the application and provide the applicant with the GGN within 28 calendar days of receiving the complete application.

Parallel Production (PP) or Parallel Ownership (PO)

Any applicant/certificate holder (individual producer, multisite or producer group) who owns GLOBALG.A.P. and non-GLOBALG.A.P. products (of the same product) at any time needs to register for Parallel Production (PP) or Parallel Ownership (PO).

Q-CHECK shall register the producer (per product) in the GLOBALG.A.P. Database for PP and/or PO.

Producers can register for PP/PO at any time if they start carrying out PP/PO activities, but cannot use the registration as immediate corrective action to avoid sanctions in the case of a non-conformance.

The information regarding PP/PO is requested from the producers at least when they submit the application or if they renew their registration. This takes place at least once per year.

Additional Requirements for producers with PP/PO

All products shall be traceable to the respective production site/PHU (Product Handling Unit), and certified and non-certified products shall be fully segregated at all times. Producers shall be able to demonstrate that their traceability and recording system guarantees full traceability and segregation.

The handling of certified and non-certified products is possible within the same product handling facility. Parallel production in one production site is not allowed. Exceptions, when possible, are explained in the respective scope-specific rules.

Registration renewal

The registration of the producer and the proposed products for the relevant scopes shall be confirmed with Q-CHECK annually before the expiry date of the Certificate. All producers are required to re-submit an application before the expiry date of their Certificates in order to confirm their products and production sites before the re-registration of their products for the next production cycle. Q-CHECK notifies all producers in a timely manner in order to submit their annual applications before re-registration.

The GLOBALG.A.P. Database

The GLOBALG.A.P. Database is an internet-based platform for worldwide certification management and related services. The database stores and connects the assessment and certification data of all GLOBALG.A.P. certified farms in over 135 countries, making it one of the largest online sources for validated farm data on food safety and sustainability. All GLOBALG.A.P. approved certification bodies, like Q CHECK, obligatorily use it to register and manage their clients' certification data.

The GLOBALG.A.P. Database is an important part of the organization's comprehensive Integrity Program. Reliable certification information, linked to other traceability data in the food chain, is key to proper quality management.

The most important feature of the GLOBALG.A.P. Database is the online certificate validation tool, which is used by the retailers and traders. A certificate that cannot be found on the publicly available search site is immediately considered invalid. The system secures instant and complete accessibility of registration and status data of every producer and product for all options to make the standard transparent.

The GLOBALG.A.P. Database can be accessed at the following web address:
https://database.globalgap.org/globalgap/search/SearchMain.faces?init=1

Data Access Rules

Q CHECK collects various information through the application, inspection and certification process from its clients. A significant part of the information is obligatorily registered in the GLOBALG.A.P. Database.

The GLOBALG.A.P. Secretariat offers producers various services in the GLOBALG.A.P. Database. This requires data to be collected and processed. According to the data protection policy, GLOBALG.A.P. commits to strict requirements for processing of personal data and ensures compliance with the National and International data protection laws, in particular the General Data Protection Regulation (GDPR) and German applicable data protection acts Among other things, personal data is collected to allow GLOBALG.A.P. Secretariat to contact producers/companies/ e.g. in case of food crises, complaints, or audits in the framework of GLOBALG.A.P. Integrity Program. By participating in the GLOBALG.A.P. Integrated Farm Assurance (IFA) Standard, the producer/company/operation grants access to the producer/company/operation data as well as product and certification data as displayed in the respective tables.

At any time, producers (this term also includes producer groups) as well as producer group members and companies/operations whose data is registered in the GLOBALG.A.P. Database may release more data to the different data access groups via Q CHECK.

In the public search of the GLOBALG.A.P. Database any person seeking information over certified producers may always see the name, city and country of the certificate holder (individual producer under Option 1 or producer group under Option 2, but no Option 2 members of a producer group), as well as the GGN or the previous GGN, if applicable and the CB registration number .

Should the applicant require more information regarding data access rules, contact Q CHECK staff directly or seek the “Data Access Rules” booklet at the GLOBALG.A.P. website (www.globalgap.org).

Data access rights shall be defined and signed by the producer/producer group during registration with Q CHECK. The data owner is responsible for granting and determining the level of rights for data access.

GLOBALG.A.P. has a policy of keeping the applicant's/producer's certification history in its database for a minimum of 5 years.

Assessment Process

In order to achieve certification, at all times prior to being inspected or audited by Q CHECK, a registered producer/company/producer group shall perform either a self-assessment (Option 1 and Option 1 Multisite without QMS) or internal inspections/audits (Option 1 Multisite with QMS and Option 2). Then they shall receive inspections/audits externally by Q CHECK to assess compliance to the criteria laid down in the GLOBALG.A.P. IFA.

Option 1 – Single Sites and Multisites without QMS

Covers all applicants that are single legal entities (individual producer or company) with single production sites or multiple production sites that are not separate legal entities and operated without the implementation of a QMS.

Under this category, an initial evaluation shall be undertaken after the first registration, before the certificate is issued, and then an annual evaluation shall be undertaken thereafter.

The evaluations (Initial and Subsequent) include:

Self-assessments by the producer

The Self-assessment shall:

- Cover the entire scope, meaning all registered production sites, products and processes under the certification scope to verify compliance with the requirements defined in the applicable control points.
- Be carried out by or under the responsibility of the producer.
- Be carried out before the initial inspection and thereafter at least annually before announced subsequent inspections against the complete GLOBALG.A.P. Checklist of Control Points and Compliance Criteria in its latest version (Major and Minor Musts and Recommendations) of all relevant scope(s) and sub-scope(s) and registered areas. The completed checklist shall be available on site for review at all times.
- The self-assessment checklist shall contain comments of the evidences observed for all non-applicable and non-compliant control points.

External assessments by Q CHECK

The external assessments by Q CHECK shall include an announced inspection of entire scope (all registered sites) during the first registration of the producer and then annually thereafter. After the initial certification, Q CHECK plans annually unannounced inspections to a minimum 10% of all certificate holders. The unannounced inspections shall take place during therecertification window, i.e. 4 months before the expiry of the certificate or during the 4-month extension validity.

These inspections (announced and unannounced) shall be carried out by Q CHECK inspectors or auditors by using the same GLOBALG.A.P. Checklist used by the producers for their Self-assessments. The inspections shall cover:

- All accepted products and production processes;
- All registered production sites;
- Each registered product handling unit;
- Where relevant, the administrative sites.

When planning unannounced inspections, Q CHECK cannot inform the producer in advance of the intended visit.. If it is impossible for the producer to accept the proposed date (due to medical or other justifiable reasons), the producer will receive one more chance to be informed of an unannounced inspection. The producer shall receive a written warning if the first proposed date has not been accepted. If the visit cannot take place because of non-justifiable reasons, a suspension of all products will be issued. The producer may nominate, during registration, a maximum of 15 days where they are unavailable for an unannounced audit.

Option 2 and Option 1 Multisite with QMS

Covers producer groups and individuals with multiple sites who have implemented a QMS that complies with the requirements set in the GLOBALG.A.P. General Regulations Part II.

The applicant (Producer Group/Multisite Producer with QMS) is responsible for ensuring that all producers and production sites under the certification scope comply with the certification requirements at all times.

Q CHECK does not inspect all producers or production sites, but just a sample. Thus it is not the responsibility of Q CHECK to determine the compliance of each producer or production site (this responsibility rests with the applicant). Q CHECK shall assess whether the applicant's internal controls are appropriate and effective.

Internal Assessments by Producer Groups and Multisite Producers with QMS

Applicants shall undertake internal assessments of all producers and/or production sites, covering all products and processes under the certification scope to verify and ensure compliance with the certification requirements.

The internal assessments shall comply with requirements determined in Part II of the GLOBALG.A.P. General Regulations and shall at least include the following:

- A minimum of one internal audit of the QMS to be carried out by the internal auditor before the first audit carried out by Q CHECK and thereafter once per annum.
- A minimum of one internal inspection of each registered producer, production site and product handling facility (PHU) to be carried out by the internal inspector before the first inspection carried out by Q CHECK and thereafter once per annum.

Q CHECK Quality Management System (QMS) Audit

The audit (announced and unannounced) shall be carried out by a Q CHECK auditor. It shall be based on the QMS checklist that is available on the GLOBALG.A.P. website, in its latest version.

Q CHECK shall carry out one announced audit of the QMS at the initial assessment and thereafter once per annum.

For subsequent inspections, Q-check shall carry out unannounced external inspections of each producer group and multisite annually for a minimum of 10% of the certified producer groups and multisites with QMS annually. During the unannounced audits, any non-conformances detected will be handled as in an announced audit. Q CHECK cannot inform the certificate holder in advance of the intended visit. In the exceptional case where it is impossible for the certificate holder to accept the proposed date (due to medical or other justifiable reasons), the certificate holder will receive one more chance to be informed of an unannounced surveillance inspection. The certificate holder shall receive a written warning if the first date has not been accepted.. If the visit cannot take place because of non-justifiable reasons, a complete suspension will be issued.

Q CHECK Producer/Production Site Inspections

Q CHECK inspectors or auditors shall carry out the inspections. The inspector/auditor shall inspect the complete checklist (Major Musts, Minor Musts and Recommendations) of the applicable scope(s) and sub-scope(s) during ALL inspections.

The inspection per selected producer member or production site shall cover all accepted products, production processes and where relevant the product handling units and administrative sites.

For the initial inspection, for not high-risk products, Q CHECK shall inspect as a minimum the square root (or next whole number rounded upwards if there are any decimals) of the total number of the producers/production sites in the certification scope before a certificate can be issued. During the validity period of the certificate, the surveillance inspection of (minimum) 50% square root of certified producers/production sites shall also be carried out.

For producers with high-risk products, at least 20% of the inspection of the selected producer members or production sites shall be unannounced. When high -risk products are to be included in the scope of certification, all the members of the group or sites with these products shall be inspected (no square root sampling).

The selection aim to cover all producer members/sites of the producer group/company throughout a period of 10years. The selection takes into consideration, risk factors, new producers, and random selection. Unless there is a particular reason, the subsequent sampling normally shall not include producers/sites already sampled during previous assessments. Factors for inclusion in the initial or subsequent sampling may include higher risk of operation, special status of their member, number or products, previous inspection results, multisite member, records of complaints, variations in site size, variations in shift patterns, modifications since last certification audit, environmental issues or variability, differences in language or cultural practices at sites, and geographical distribution. Producers that move from one group to another shall have a higher possibility of being included in the sample of producers chosen by Q-check.

After the first certification cycle, Q CHECK shall carry out announced external inspections of each producer group and multi-site annually. The inspections shall be split into two separate visits during the certification cycle, with the aim of increasing the reliability of the system:

- Re-certification audit; and

- Surveillance producer inspections.

This shall not reduce the minimum number of inspections necessary during the certification cycle.

For not high-risk products The number of producers/sites to be inspected during a certification cycle shall be equivalent to the square root of the current number of producers/production sites (grouped by the same production type). Half (50%) of the square root of the producers/production sites shall be inspected during the surveillance inspections. The 25% of the selected producer members or sites shall be selected randomly.

The sample size of the following regular announced audit by the CB may be reduced to the square root of the current number of the producers/production sites minus the number of producers/production sites inspected during the previous surveillance inspections as long as the following prerequisites are met:

- There are no non-conformances detected on the day of the producer/production site surveillance inspections; and
- The result of the QMS audit does not raise doubts about the effectiveness of the internal control system.

Before a certification decision can be made, at least the square root of the total number of current producers/production sites shall have been inspected during the last 12 months.

Q CHECK may decide to increase the sample during surveillance inspections if there is a need to investigate whether a non-compliance is structural or not.

Requirements to Achieve and Maintain GLOBALG.A.P. Certification

Control Points and Compliance Criteria (CPCC)

Control Points and Compliance Criteria consist of three types of control points: Major Musts, Minor Musts and Recommendations. To obtain GLOBALG.A.P. Certification the following are required:

- Major Musts: 100% compliance with all applicable Major Must and QMS control points is compulsory.
- Minor Musts: 95% compliance with all applicable Minor Must control points is compulsory.
- Recommendations: No minimum percentage of compliance required.

Minor Must Compliance Calculation

For the sake of calculation, the following formula shall apply:

Total number of Minor Must control points for the respective sub-scopes	Minus (-)	Not applicable Minor Must control points scored	Multiplied (X) 5%	Equals (=)	Total Minor Must control point non-compliance allowed

The total number of Minor Must control point non-compliance allowed is shall always be rounded down.

In all cases, the calculation to show compliance (or non-compliance) shall be available after the inspection.

Applicable Control Points

The control points to be taken into consideration to calculate the percentage of compliance for Major and Minor Musts depend on the product and certification scope. The applicant shall ensure that each individual site and product complies with the certification requirements. Thus the compliance percentage shall be calculated taking into account all the control points applicable to each site and product. Therefore a producer seeking certification for Fruit and Vegetables needs to comply with:

- 100% of applicable Major Musts and
- at least 95% of the applicable Minor Musts of the All Farm (AF), Crops Base (CB) and Fruit and Vegetables (FV) modules combined together.

In a multisite operation without QMS, the compliance level is calculated for the entire operation in one checklist. Any applicable control point common to all sites needs to be taken into account for all sites.

In a multisite operation with QMS, each production site shall comply with the certification requirements. Any applicable control point common to all sites (e.g. central chemical storage) needs to be taken into account for all sites.

In a producer group, each producer member shall comply with the certification requirements. Any applicable control point common to all producers (e.g. central chemical storage) needs to be taken into account for all producers.

Inspection/Audit Reporting

On completion of the full evaluation process, a full written report will be produced by Q CHECK Inspector/Auditor which summarizes the evaluation activity undertaken (date of the inspection, sites and facilities inspected and duration of inspection/audit), provides objective evidence and information on how the producer or the producer group complies with the requirements of the GLOBALG.A.P. IFA Standard, and where applicable, lists any non-compliances and/or non-conformances identified.

The producer/producer group representative shall sign both for the inspections and audits, the report outcome (including at least the scope of the inspection/audit, the result in % of compliance for the different levels of control points, list of findings and duration) has to be signed by the producer/producer group representative during the final closing meeting.

Compliance shall be indicated with a “Yes” (for compliant), “No” (for not compliant), and “N/A” (for not applicable). Control points that are indicated as “No N/A” cannot be answered as “not applicable”. In exceptions in which the control point is not applicable, the answer shall be given as “yes” with a clear justification.

Copies of the report, the objective evidences of implementation of the corrective actions or the fully completed inspection/audit checklist shall only be provided to other parties if they are requested according to the applicable national legislation, the Accreditation Body and with the consent of Q CHECK.

The Q-check report (e.g. audit report, corrective action report, etc.) and the completed inspection/audit checklist distributed externally, must be protected or otherwise controlled to prevent unauthorized modification or tampering prior to distribution.

When the producer requests it, Q-check shall provide the full CB report and the fully completed inspection/audit checklist without undue delay.

When GLOBALG.A.P. requires it, the Q-check report and the completed inspection/audit checklist shall be uploaded/transferred into the GLOBALG.A.P. database.

Initial (First) Inspection

This type of inspection is applicable to producers seeking GLOBALG.A.P. Certification for the first time, and to producers who want to add a new product to an already existing GLOBALG.A.P. Certificate. During transfers, when a producer changes from one CB to another, it is not considered a first inspection, but subsequent inspection.

No inspection can take place until Q CHECK has accepted the applicant's registration.

Each production process for products registered and accepted for certification for the first time shall be completely assessed (all applicable control points shall be verified), prior to issuing the certificate.

A product that has not yet been harvested shall not be included in the certificate (i.e. it is not possible to certify a product in the future).

The initial inspection shall cover harvesting activities of each product to be included for certification, as well as produce handling if it is included. Other field work can be checked at a different time where feasible, but this is not obligatory.

The inspection shall take place as close to harvest as possible for the inspector to verify as many control points as possible.

If the inspection is made before harvest, it will not be possible to inspect certain control points. As a result, either a follow-up visit will be required, or proof of compliance shall be sent by fax, photos or other acceptable means. No certificate will be issued until all control points have been verified and all non-conformances have been closed.

If harvest takes place before the inspection, the producer shall retain evidence for compliance of control points related to that harvest, otherwise some control points may not be able to be checked and certification will not be possible until the following harvest.

Q CHECK shall make sure that in the sampling for unannounced visits, those producers that did not receive a first inspection or the subsequent inspection during harvest have a greater chance of getting an unannounced

inspection during the next harvest (this needs to be conveyed to the producer when discussing inspection timing). Additionally, Q CHECK shall make every effort to carry out the subsequent inspection during harvest.

For multiple crops, the requirements above are applicable to crop groupings based on similarities in production and harvest processes and their risks. Q CHECK shall verify all control points of these groupings, before the product(s) can be added to the certificate.

It is possible to add a new product to an already existing certificate during an unannounced inspection (Option 1 without QMS) or during a surveillance inspection (Option 2/Option 1 with QMS), provided all applicable control points for this product are verified.

The applicant shall have records from the registration date onwards or for at least 3 months before the first inspection takes place, whichever is longer and the CB personnel shall inspect them.

Products that are harvested before registration with GLOBALG.A.P. cannot be certified.

Records that relate to harvest or product handling before the producer has registered with GLOBALG.A.P. are not valid.

Subsequent Inspections

Each production process for products registered and accepted for certification shall be completely assessed (all applicable control points shall be verified) annually prior to issuing the certificate. This also applies if the producers transfers to Q CHECK from another equivalent CB.

The subsequent inspection can be carried out at any time during an “inspection window” that extends over a period of 8 months: from 4 months before the original expiry date of the certificate, and (only if Q CHECK extends the certificate validity in the GLOBALG.A.P. Database) up to 4 months after the original expiry date of the certificate.

There shall be a minimum period of 6 months between 2 inspections for recertification.

The inspection shall be carried out at a time when relevant agronomic activities and/or handling (but not only storage) are being carried out. Inspection timing shall allow Q CHECK to gain assurance that all registered crops, even if not present at the time of inspection, are handled in compliance with the certification requirements. Inspections off-season or when the farming activities are minimal shall be avoided.

If produce handling is included in the certification scope, the produce handling facility(ies) shall be inspected annually. This inspection shall be carried out while in operation. Only where a risk assessment is available that clearly shows that the risk is low, can produce handling be inspected during operation once every 2 years. The risk assessment should take into account the product(s) being packed as well as known food safety incidences related to the respective product(s) and any directives from GLOBALG.A.P. to look at specific points.

If produce handling is excluded from the certification scope, inspection has to be scheduled during harvest season at least every 2 years. In the respective year, the harvest season of at least one registered product per product grouping shall have to be inspected. Crop groupings are based on similarities in production and harvest processes and their risks.

If the producer does not commit to continue with the certification for the next cycle, Q CHECK shall make sufficient provisions to avoid situations where one certificate could be used to cover more than one harvest and growing cycle of the same annually harvested crop, e.g. by shortening the certificate validity. In such cases, Q CHECK shall set the deadline for reconfirmation according to the harvest period of the crop. The Reviewer/Certifier has to be informed about any such case to take actions for the data in the GLOBALG.A.P. Database.

For multiple consecutive crops, during the inspection, the production process of all crops included in the certification scope shall be assessed on farm via site visits, interviews with the producer and workers, review of documents, records, etc. The producer is expected to keep evidence of compliance with the applicable control points for all registered crops.

In the years during which there is no requirement to carry out the inspection during harvest season and where crops do not have the same seasonal timing, Q CHECK shall select a date where relevant agronomic activities can be seen on farm for at least one of the products.

SUMMARY: Information about level of inspection

OPTIONS	**INTERNAL ASSESSMENT**	**EXTERNAL ASSESSMENT: CERT. BODY**	
		CERTIFICATION/RENEWAL INSPECTIONS (including Unannounced reward program)	**UNANNOUNCED SURVEILLANCE INSPECTIONS**
OP 1	***LI***: PRODUCTION SITE ***F: 1/year*** ***R: PRODUCER*** ***D: COMPLETE***	***LEVEL OF INSPECTION:*** √F (including all crops) ***FRECUENCY:*** 1/year (to check all crops during harvesting in the first year, considering the rules of Multiple Crops). If it is not possible -> to plan Surveillance audit or exceptions. ***MOMENT:*** 1st year – to check all crops during harvesting in the first year. After registration in GLOBALGAP and records of 3 months before the audit are necessary. In the following years – from 4 months from the expiry of the certificate. ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete (*Checklist*)	***LEVEL OF INSPECTION:*** At least 1 field of the PRODUCTION SITE ***FRECUENCY:*** 10% OPTION 1 Certificates issued by each calendar year ***MOMENT:*** During the re-certification window, i.e., 4 months before the expiry of the certificate or during the 4-month extension of validity. ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete
OP 1 MULTISITES (SEVERAL GLOBALGAP PRODUCTION SITES) WITHOUT QMS * for not high-risk products	***LI:*** all PRODUCTION SITEs and PHUs ***F: 1/year*** ***R***: PRODUCER ***D***: COMPLETE	***LEVEL OF INSPECTION:*** All PRODUCTION SITE´s and PHU´s and √F (including all crops) ***FRECUENCY:*** 1/year (to check all crops during harvesting in the first year considering the option of Multiple Crops). If it is not possible -> to plan Surveillance audit or exceptions. ***MOMENT:*** 1st year – to check all crops during harvesting in the first year. After registration in GLOBALGAP and records of 3 months before the audit are necessary. In the following years – from 8 months from the expiry of the certificate and to try to check harvesting of 1crop, at least (main crop) ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete for each PRODUCTION SITE(*Checklist*)	***LEVEL OF INSPECTION:*** All PRODUCTION SITE´s and PHU´s and √F and at least 1 farm ***FRECUENCY:*** 10% OPTION 1 Certificates issued by each calendar year ***MOMENT:*** During the re-certification window, i.e., 4 months before the expiry of the certificate or during the 4-month extension of validity ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List by each PRODUCTION SITE

OPTIONS	**INTERNAL ASSESSMENT**		**EXTERNAL ASSESSMENT: CERT. BODY**		
			CERTIFICATION/RENEWAL AUDIT - First visit	**MANDATORY SURVEILLANCE AUDIT - Second visit**	**UNANNOUNCED AUDITS of QMS**
OP 2 **-** **OP 1 MULTISITES (SEVERAL GLOBALGAP SITES) WITH QMS.**	***QMS***	LI: QMS F: 1/year R: INTERNAL AUDITOR D: QMS VL + PHU	***LEVEL OF INSPECTION:*** QMS ***FRECUENCY:*** 1/year ***MOMENT:*** After registration in GLOBALGAP and records of 3 months before the audit are necessary ***RESPONSIBLE:*** Auditor ***DOCUMENT TO USE:*** VL: QMS	***QMS*** -	***LEVEL OF INSPECTION:*** QMS ***FRECUENCY:*** 10% OPT I Certificates multisite with QMS issued and OP2 by each calendar year. ***MOMENT:*** During the re-certification window, i.e., 4 months before the expiry of the certificate or during the 4-month extension of validity ***RESPONSIBLE:*** Auditor ***DOCUMENT TO USE:*** VL: QMS

	PRODUCERS/SITES	LI: all Producers/ Sites F: 1/year ALL Producers/sites R: INTERNAL INSPECTOR D: COMPLETE VL each Site	***LEVEL OF INSPECTION for no high-risk products:*** **1st year**: announced inspection of minimum √n Sites/producers (including all crops and production types) **Following years**: 1) if sanction from previous surveillance unannounced inspection of (minimum) the √n square root of actual number of registered producers/production sites 2) if no sanction from previous surveillance unannounced inspection of (minimum) square root of actual number registered producers/production sites minus the number of producers/ production sites inspected during the previous surveillance inspection. ***FRECUENCY:*** 1/year (all crops during harvesting in the first year taking into account multiple crops rules). If it is not possible -> Plan Surveillance audit or exceptions. ***MOMENT:*** After QMS audit. 1st year – to check all crops during harvesting in the first year. After registration in GLOBALGAP and records of 3 months before the audit are necessary. In the following years – from 4 months from the expiry of the certificate ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete for each Site/Producer (*Checklist*) The 25% of the selected producer members or sites shall be selected randomly The selection aim to cover all producer members/sites of the producer group/company throughout a period of 10years.	***LEVEL OF INSPECTION for no high-risk products:*** **1st year**: Unannounced inspection of (minimum) 50% √n Sites/producers of the actual number of certified producer/production sites. **following years**: unannounced inspection of (minimum) 50% square root of the actual number of certified producer/production sites. ***FRECUENCY:*** 1/year ***MOMENT:*** In any moment during the validity of the certificate but taking into account 30 days between 2 visits ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete for each Site/Producer (*Checklist*) 25% of the selected producer members or sites shall be selected randomly	***PRODUCERS/SITES***
	PRODUCERS/SITES	LI: all Producers/ Sites F: 1/year ALL Producers/sites R: INTERNAL INSPECTOR D: COMPLETE VL each Site	***LEVEL OF INSPECTION for high-risk products:*** **1st year**: at least 20%uannounced inspection of all registered producer/production sites Visits may split into 1st and 2nds visits annually, but no sampling of the producer members/sites may take place and at least 20% of the inspections on an annual basis needs to be unannounced. **Following years**: at least 20%uannounced inspection of all registered producer/production sites Visits may split into 1st and 2nds visits annually, but no sampling of the producer members/sites may take place and at least 20% of the inspections on an annual basis needs to be unannounced. ***MOMENT:*** After QMS audit. 1st year – to check all crops during harvesting in the first year. After registration in GLOBALGAP and records of 3 months before the audit are necessary. In the following years – from 4 months from the expiry of the certificate ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete for each Site/Producer (*Checklist*) 25% of the selected producer members or sites shall be selected randomly ***The selection aim to cover all producer members/sites of the producer group/company throughout a period of 10years.***	***LEVEL OF INSPECTION for high-risk products:*** **1st year**: at least 20%uannounced inspection of all registered producer/production sites Visits may split into 1st and 2nds visits annually, but no sampling of the producer members/sites may take place and at least 20% of the inspections on an annual basis needs to be unannounced. **Following years:** at least 20%uannounced inspection of all registered producer/production sites Visits may split into 1st and 2nds visits annually, but no sampling of the producer members/sites may take place and at least 20% of the inspections on an annual basis needs to be unannounced. ***FRECUENCY:*** 1/year ***MOMENT:*** In any moment during the validity of the certificate but taking into account 30 days between 2 visits ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** Verification List complete for each Site/Producer (*Checklist*) 25% of the selected producer members or sites shall be selected randomly	***PRODUCERS/SITES***

	PHUs	LI: all PHUs F: 1/year ALL PHUs R: INTERNAL INSPECTOR D: QMS VL + PHU (VL if 1 PHU/producer)	***LEVEL OF INSPECTION for non high-risk products:*** **First year:** √n of the total no of PHU while in operation **Subsequent years**, if there is only one central PHU, it shall be inspected every year in operation. When there are more than one PHU the √n of the total number of central PHU shall be inspected every year in operation. Where the PHU does not take place centrally, but on the farms of the producers' members, this factor shall be taken into account when determing the sample of producers to be inspected. **For FV 5.4-1-GFS: Sampling is not applicable for products handling units handling high-risk products*** ***FRECUENCY:*** 1/year ***MOMENT:*** After QMS audit. While in operation in first or second visit, ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** QMS +PH Verification List (FV 5 as major) when produce handling facility is used for more than one producer. Verification List complete for each Site/Producer (*Checklist*) Where the product handling does not take place centrally, but on the farms of the producer members.	***LEVEL OF INSPECTION for non high-risk products:*** **First year:** √n of the total no of PHU while in operation **Subsequent years, *if there is only one central PHU, it*** shall be inspected every year in operation. When there are more than one PHU the √n of the total number of central PHU shall be inspected every year in operation. Where the PHU does not take place centrally, but on the farms of the producers' members, this factor shall be taken into account when determing the sample of producers to be inspected. ***For FV 5.4-1-GFS: Sampling is not applicable for products handling units handling high-risk products**** ***FRECUENCY:*** 1/year ***MOMENT:*** After QMS audit. While in operation in first or second visit, ***RESPONSIBLE:*** Inspector or Auditor ***DOCUMENT TO USE:*** QMS +PH Verification List (FV 5 as major) when produce handling facility is used for more than one producer. Verification List complete for each Site/Producer (Checklist) Where the product handling does not take place centrally, but on the farms of the producer members.	***PHUs***

***Only for Fruit and Vegetables Sub-scope Version 5.4-1-GFS Feb 2020**

Producers and / or sites with high-risk crops should be included in the annual inspection, no sampling can be done and these crops will have to be inspected annually.

High-risk crops include the following (not limited to these crops)

• Herbs, edible leaf crops, lettuce, romaine lettuce, spinach, arugula

• Berries

• Cantaloupe melon

• Other crops that have had an outbreak of foodborne illness.

Inspection duration

The inspection/audit report shall include a recording of the inspection/audit duration. A sufficient inspection duration shall allow the auditor/inspector to:

- have an opening meeting with the farm management (re-confirm the scope, etc.);
- inspect all applicable control points;
- inspect all products of the inspection scope;
- visit all production, storage, processing and other critical locations (e.g. water source);
- inspect the used machinery;
- interview personnel;
- evaluate the records;
- complete the checklist with sufficient comments and
- present the results to the producer right after the inspection has finished.

The production site inspection duration for GLOBALG.A.P. IFA Crops shall be between 3 and 8 hours (Option 1 producer). The minimum of 3 hours duration shall apply to the simplest circumstances (one location, one or few crops, simple machinery, few workers, no produce handling, subsequent inspection, documentation is well organized, etc.).

Option 2 producer group members might have inspections of shorter time duration depending on the complexity of the farming situation.

Factors that will increase the minimum of 3 hours (the list is not exhaustive and is applicable for Option 1 and for Option 2 members) are as follows:

- Initial inspection
- Addition of new crops during subsequent inspections
- Addition of new locations during subsequent inspections
- Storage included
- Produce handling included
- Different types of products (product groups)
- Different types of harvests (harvesting methods)
- Multiple sites and locations
- More sub-scopes (N/A to PSS and HPSS)
- Subcontractors used (not checked by third party)

The duration of unannounced inspections (Option 1) shall not be shorter than 2 hours.

Certification Process

Certification Decision

Q CHECK shall make the certification decision within a maximum of 28 calendar days after closure of any outstanding non-conformances. In case no non-conformances are detected during the inspection/audit, it means that Q CHECK shall make the decision no later than 28 days after the end of the inspection/audit.

Any complaints or appeals against Q CHECK, follow Q CHECK's own complaints and appeals Procedure. In case Q CHECK does not respond adequately, the complaint can be addressed by the producer directly to the GLOBALG.A.P. Secretariat using the GLOBALG.A.P. Incident/Complaint Form, available on the GLOBALG.A.P. website (www.globalgap.org).

GLOBALG.A.P. Certificate

After a positive certification decision, Q CHECK shall issue a hard copy GLOBALG.A.P. Certificate. Before the hard copy Certificate is issued, the corresponding GLOBALG.A.P. Database process shall first be fulfilled and the information shall be updated on the producer status to "certified".

The paper certificate shall only be issued based on the information available at that time in the GLOBALG.A.P. Database for that unique GGN.

Q CHECK may issue communications other than the Certificate related to the producer status (registered, audited, etc.) as long as it is clear that it is not a certificate and it contains the sentence: “The actual GLOBALG.A.P. status of this producer is always displayed at: www.globalgap.org/search”.

GLOBALG.A.P. Certificate and Certification Cycle

The GLOBALG.A.P. Certificate can only be issued to the applicant legal entity. The name of the trader could optionally be mentioned on the certificate only with the following disclaimer: ‘’Can be exclusively traded through XYZ’’.

A certificate is not transferable from one legal entity to another when production sites change legal entity. In this case a complete inspection, following the rules for subsequent inspections, is required. The new legal entity shall receive a new GGN.

The certification cycle is 12 months subject to any sanctions and extensions in accordance with the scope described.

It is possible to issue a Food Safety Standard V5 Certificate based on the results of the GLOBALG.A.P. IFA V5 inspection.

Extension of Certificate Validity

The validity may be extended beyond the 12 months (for a maximum period of 4 months) only if there is a valid reason, which has to be recorded. Here are the only reasons that are considered to be valid:

- Q CHECK wants to schedule the on-site inspection/audit after the certificate has expired in order to observe a certain part of the production process, because it has not been seen in the previous inspection/audit, because it is considered to be a high- risk process in terms of product safety or to be able to see a newly added product, process or a new or particular member of a producer group.
- Q CHECK needs to be able to extend some certificates because of resource restraints.
- Q CHECK was not able to conduct the on-site inspection/audit and/or the producer was not able to receive Q CHECK planned inspection/audit due to circumstances beyond their control (force majeure) e.g.: natural disaster, political instability in the region, epidemic or unavailability of the producer due to medical reasons.

Upon the producer’s request, Q CHECK (which issued the extended certificate) re-accepts the product in the GLOBALG.A.P. Database for a full next cycle within the original validity period of the certificate.

The full registration fee shall be paid for the next cycle.

The producer shall be re-inspected during that extension period.

The producer cannot change CB in the cycle subsequent to the one for which the extension was granted.

If a certificate that was not extended and not "re-accepted" expires and the subsequent inspection is going to take place in less than 12 months after the expiration date, a new certification cycle should start. The old cycle can be reinstated by setting the same “valid to” date as before. The cycle remains the same if the certificate was extended. However, Q CHECK shall apply the rules for initial (first) inspection if the certificate expired for more than 12 months.

Non-Compliance and Non-Conformance

Non-compliance (with a control point): When a Minor Must or recommendation in the GLOBALG.A.P. checklist is not fulfilled according to the Compliance Criteria.

Non-conformance (with the GLOBALG.A.P. Certification Rules): When a GLOBALG.A.P. rule that is necessary for obtaining the certificate is infringed (e.g., non-compliance with one or more Major Musts, or more than 5% of applicable Minor Musts).

Contractual Non-Conformances: Breach of any of the agreements signed in the contract between the CB and the producer related to GLOBALG.A.P. issues.

Producer Non-Conformance and Sanctions

All corrections and corrective actions taken by producers shall be assessed; with clarification provided to show whether the action(s) taken and evidence provided are sufficient to close the non-conformance. This shall happen before a positive certification decision is taken by Q CHECK.

Evidence of the resolution of non-conformances can be provided by the producer to Q CHECK in the form of documentary evidence and/or photographic evidence as appropriate. Evidences shall be filed and shall be made available to GLOBALG.A.P. Secretariat on request.

There may be occasions where demonstration of the resolution of a non-conformance can only be confirmed by a further site visit or remotely, using (ICT). Where this is required, a charge may apply.

Verification of the corrective action plan and the implementation of the corrective actions are carried out by a person qualified for the respective sub-scope, standard, or add-on.

All non-conformances with the QMS, for Producer Groups, shall be resolved before a certificate can be issued. Satisfactory corrective actions shall be completed to achieve the approval level on a producers and/or production site level before a certificate can be issued to the group or company.

A sanction will never run out with the cycle, but stays with the GGN until such time that the non-conformance is closed.

The status “open non-conformance” shall be given by Q CHECK to any producer that has not effectively addressed non-conformances identified during an inspection or audit.

Sanctions

If non-conformance is detected, Q CHECK shall apply a sanction (warning, suspension or cancellation) as indicated in this section. Producers cannot change CB until the non-conformance that led to the respective sanction is satisfactorily closed. If a sanction is imposed by Q CHECK, it may only be lifted provided there is sufficient and timely evidence of corrective action (either through a follow- up visit or other written or visual evidence) by the producer.

In the event that a producer is certified for both IFA and a FSS, sanctions will apply simultaneously to both IFA and FSS if the reason for the sanction is a non-conformity against requirements of the FSS certification.

Warning

A warning is issued for all types of non-conformance detected (i.e. non-conformance with CPCC, GR or contractual requirements). If a non-conformance is detected during the inspection, the producer shall be notified during the closing meeting.

Initial inspection:

- If an individual producer or producer group does not comply with 100% of Major Must and 95% Minor Must control points within 28 days after an initial inspection, the status “open non-conformance” is set in the GLOBALG.A.P. Database.
- If the cause of the warning is not resolved within three (3) months, a complete inspection shall be performed before a certificate can be issued.

Subsequent inspection:

- Non-conformances shall be closed within 28 calendar days.
- In the event of non-conformances with contracts, the General Requirements or a Major Must, Q CHECK shall decide what period is given to the producer for closing the non-conformance before suspending the certificate. This period shall never exceed 28 days and may be shortened according to the criticality of the non-conformance in terms of safety of workers, environment and consumers.
- An immediate suspension shall be issued where a serious threat to food safety, the safety of workers, the environment, consumers and/or product integrity (i.e. sale of non-certified products as certified) is present. This will be communicated via an official warning letter.

Product Suspension

If the cause of the warning is not resolved within the defined period (maximum of 28 days), a suspension shall be imposed by the Certification Body or the producer group on its members immediately.

Q CHECK can only lift product suspensions imposed on producers and producer groups issued by its Certification Committee. Producer groups can lift product suspension on their accepted producer members issued by them.

A suspension can be applied to one, several or all of the products covered by the certificate. Although, a product cannot be partially suspended for an individual producer (single or multisite), this means that the entire product shall be suspended, if applicable.

When the suspension is applied, Q CHECK or the producer group shall set the period allowed for correction (not longer than 12 months). During the period of suspension, the producer is prohibited from using the GLOBALG.A.P. logo/trademark, license/certificate or any other type of document that is in any way linked to GLOBALG.A.P. in relation to the suspended product. Furthermore, during the period of suspension, the producer is also prohibited to use the logo or the name of Q CHECK in a way as to claim to any third party that he maintains the certification against GLOBALG.A.P. IFA.

If a producer notifies Q CHECK that the non-conformance is resolved before the defined period, the respective sanction can be lifted, subject to satisfactory evidence and closing off.

If the cause of the suspension is not resolved within the defined period, a cancellation is imposed.

The suspension remains as long as the CB or producer group does not lift it or impose a cancellation.

Self-declared Product Suspension

A producer or producer group may voluntarily ask Q CHECK for a suspension of one, several or all of the products covered by the certificate (unless Q CHECK has already imposed a sanction). This can occur if the producer experiences difficulty with compliance to the standard and needs time to close any non-conformance.

This suspension will not delay the renewal date, nor will it allow the producer to avoid paying registration and other applicable fees.

The deadline for closing non-conformance is set by the declaring producer/producer group, which shall be agreed upon with Q CHECK nonetheless.

The same applies for members of a producer group who may voluntarily ask the respective group to temporarily suspend their product(s). Here too, the deadline for rectifying non-conformance is set by the declaring producer, which shall be agreed upon with the respective producer group QMS.

In the GLOBALG.A.P. Database the product status “self-declared suspension” shall be set for the respective products under the responsibility of Q CHECK.

Cancellation

A cancellation of the Service Contract and the GLOBALG.A.P. Sub-License and Certification Agreement shall be issued where:

- Q CHECK finds evidence of fraud and/or lack of trust to comply with GLOBALG.A.P. requirements, or

- A producer/producer group cannot show evidence of implementation of effective corrective action before the suspension period set by either Q CHECK or the producer group has elapsed.

A cancellation of the Service Contract results in the total prohibition (all products, all sites) of the use of the GLOBALG.A.P. logo/trademark, license/certificate, or any device or document that may be linked to GLOBALG.A.P. or Q CHECK.

Producers that have received a cancellation shall not be accepted for GLOBALG.A.P. Certification within 12 months of the date of cancellation.

Notification and Appeals

The producer shall either resolve the non-conformances communicated or appeal to Q CHECK in writing against the non-conformances, explaining the reasons for the appeal. If the non-conformances are not resolved within the permitted period, the sanction will be escalated.

GLOBALG.A.P. Trademark

Once certification is granted by Q CHECK, it entitles the producer/company to distribute and market their products under the trademark and, if applicable, under the QR code logo only to the extent that these products have been registered with Q CHECK and are produced, handled or traded in a production site or location registered with Q CHECK and are in full compliance with the GLOBALG.A.P. Standard.

The producer shall only use the trademark and/or the QR code logo in connection with products that are . In cases where certified producers who have not signed up for voluntary GLOBALG.A.P. membership use the GLOBALG.A.P. logo and/or the “G”-shape logo, they shall combine the logo with their corresponding GGN.

The GLOBALG.A.P. trademark shall never appear on the product, consumer packaging of products intended for human consumption or at the point of sale where it is in direct connection with single products.

Certified producers may only use the GLOBALG.A.P. trademark on pallets that contain only certified GLOBALG.A.P. products and they shall have to make sure that it will never appear at the point of sale.

GLOBALG.A.P. certified producers may use the GLOBALG.A.P. trademark and the QR code logo in business-to-business communication, and for traceability, segregation or identification purposes on site at the production site.

Producers shall only use the GLOBALG.A.P. Trademark according to the requirements and specifications laid down in General Regulations, Part I.

The GLOBALG.A.P. Number (GGN)

The GLOBALG.A.P. Number (GGN) is the combination of the prefix “GGN” plus a 13-digit numerical number, not including the GLOBALG.A.P. trademark, and is unique to each and every producer and any other legal entity

in the GLOBALG.A.P. System. For this number GLOBALG.A.P. requires existing Global Location Numbers (GLN) issued by, and to be purchased from, the local GS1 organization or alternatively – in its absence – GLOBALG.A.P. assigns its own interim GLN. In any case, the Global/International Location Number (GLN/ILN) from the GS1 is used as the GGN. The following rules are valid:

a) In any cases the producer has already his own number, the producer shall use his own number,

b) In cases the producer has not an own number, the producer will always get an GLN/ILN from GLOBALG.A.P. and

c) In case a producer would get an own GLN/ILN after he got a GLN/ILN from GLOBALG.A.P., this number will replace the GLOBALG.A.P. number.

The GGN identifies a registered or certified producer and may only be used as indicated in the CPCCs. It cannot be used to label a product that is not certified. The GGN may appear on the product, consumer packaging of the product or at the point of sale where in direct connection with individual certified products. The GGN shall only be used on transaction/sales documents including certified products. When the transaction/sales documents include certified and non-certified products, the certified items shall be clearly identified as required by the relevant All Farm Base Control Points and Compliance Criteria.

The legal entity that labels GGN shall be a holder of a valid GLOBALG.A.P. IFA certificate issued by Q CHECK.

The GGN may be used in (converted into) digital codes, e.g. barcode, EAN number, generic QR code or GLOBALG.A.P. QR code logo format, etc, according to the requirements laid down in the General Regulations, Part I. However, where it is required by a CPCC to include the GGN in the product label and/or in the transaction documents, the GGN needs to appear in human readable format.

The GGN shall only be used by valid certificate holders in connection with the GLOBALG.A.P. System.

Traceability through the GLOBALG.A.P. Number (GGN)

The GLOBALG.A.P. Number (GGN) is a 13-digit number that uniquely identifies each producer and individual member of a producer group in the GLOBALG.A.P. Database. The system provides instant and complete accessibility of registration and status data of every producer and product for all options. The GGN matches the Global Location Number (GLN) on GS1, the international standards organization, and is officially registered with GS1 Organization.

Final Provisions

The present Certification Regulation is based on GLOBALG.A.P. IFA Version 5.2 Standard and covers the sub-scope(s) that Q CHECK is accredited against. It shall be amended accordingly whenever a new version of the IFA is set in force or whenever updates of Q CHECK Product Certification Quality Management System, should be communicated to any interested party.

Applicants in need of further information or interpretations for specific topics covered by the present Certification Regulation, should contact Q CHECK directly.

Contact

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