

## Annex 8: Certification Regulation for GLOBALG.A.P. IFA (CROPS, AQUACULTURE, CFM)

Standard or Certification scheme:	GLOBALG.A.P. IFA (CROPS, AQUACULTURE, CFM)	Accreditation Standard:	ISO 17065:2012
<b>Scope</b>	This document describes the certification rules for any party seeking certification for a GLOBALG.A.P. Integrated Farm Assurance (IFA) and/or Compound Feed Manufacturing Standard.		
<b>Definitions</b>	Producer(s): refers to persons (individuals) or business (company, individual producer, or producer group) that are legally responsible for the production processes and the products of the respective scope, sold by those persons or business.		
<b>Areas of application</b>	Products that are produced by producers themselves.		
<b>Preliminary Steps</b>	Producers can apply for certification using any of two options (individual or group certification under GLOBALG.A.P. scheme). The options are based on the constitution of the legal entity applying for certification. Detailed data of the company are documented in the application form and submitted to TAH. Applications are checked for completeness before become accepted.		
<b>Customer Obligations</b>	<ul style="list-style-type: none"> <li>i. By registering, the producer commits to comply with the certification requirements at all times, the communication of data updates to the CB and the payment of the applicable fees established by GLOBALG.A.P. and by the CB.</li> <li>ii. If a producer who has already been registered changes CB or applies to a new CB for certification of a different product, the producer shall communicate the GGN assigned by GLOBALG.A.P. to the new CB.</li> <li>iii. Certificate holders who are sanctioned cannot change CB until the outgoing CB closes the corresponding non-conformance.</li> <li>iv. Individual producer members of a producer group are not allowed to leave the group and register with another group (for the products registered) if there is any pending sanction on the producer issued by the group, or there are any issues relevant to the producer raised by the CB that have not been closed.</li> <li>v. Any objective evidence found that indicates that the producer has been misusing the GLOBALG.A.P. claim shall lead to the exclusion of the applicant from certification for 12 months after evidence of misuse.</li> </ul>		
<b>Audit preparation</b>	<p>TÜV AUSTRIA HELLAS is responsible for the registration of the applying producer in the GLOBALG.A.P. Database, data updates and collection of fees. By registering, the applicant commits to comply with the certification requirements at all times, the communication of data updates to TÜV AUSTRIA HELLAS and the payment of the applicable fees established by GLOBALG.A.P and by the CB.</p> <p>The information included in the application is used by GLOBALG.A.P to supply the applicant with a unique GLOBALG.A.P. Number (GGN), which is used as a unique identifier for all GLOBALG.A.P activities.</p> <p>Any objective evidence found that indicates that the applicant has been misusing the GLOBALG.A.P claim shall lead to the exclusion of the applicant from certification for 12 months after evidence of misuse .It is checked before registration in the database. Any cases of misuse are communicated to the GLOBALG.A.P members.</p> <p>During registration applicants give written permission to GLOBALG.A.P and TÜV AUSTRIA HELLAS to use the registration data for internal processes and sanctioning procedures.</p> <p>An applicant :</p> <ul style="list-style-type: none"> <li>May not register the same product more than once with different Certification Bodies or under different certification options.</li> <li>May not register production sites or group members in different countries.</li> </ul> <p>For the registration to be completed, the applicant must satisfy all the following conditions:</p>		

	<p>Submit to TAH the relevant application that includes all the necessary information</p> <p>Acknowledge the receipt and the inclusion of the Sublicense and Certification Agreement with his/her signature on the service agreement with TAH. TAH hands over a copy of the Sub-License and Certification Agreement to the producer.</p> <p>Be assigned a GLOBALG.A.P. number</p> <p>Pay the GLOBALG.A.P. registration fee</p>
<p><b>Audit duration</b></p>	<p>The inspection duration allow for an opening meeting with the farm management, a complete evaluation of all standard requirements, and completion of the applicable checklist and the presentation of the results to the management.</p> <p>The evaluation process of the QMS audit takes at least 6-8 hours depending on the size of the producer group/multisite company.</p> <p>Production site inspection duration is between 3 and 8 hours. The minimum of 3 hours duration apply to the simplest circumstances. Option 2 producer group members might have inspections of sorter time duration depending on the complexity of the farming situation.</p> <p>Factors that will increase the minimum of 3 hours are as follows:</p> <ol style="list-style-type: none"> <li>a. Initial inspection</li> <li>b. Addition of new crops during subsequent inspections</li> <li>c. Addition of new locations during subsequent inspections</li> <li>d. Storage included</li> <li>e. Produce handling included</li> <li>f. Different types of product groups</li> <li>g. Different types of harvesting methods</li> <li>h. Multiple sites and locations</li> <li>i. More sub-scopes</li> <li>j. Subcontractors used</li> </ol> <p>The GLOBALG.A.P. Aquaculture inspection has a minimum duration of 7 hours on-site excluding reporting, preparation and travel and this applies to small fish farms with simple operations, with limited number of staff to less than 5 people, already certified and without product handling. These 7 hours also excludes the inspection duration of GRASP module.</p>
<p><b>Evaluation of requirements</b></p>	<p>TÜV AUSTRIA HELLAS offers the off-site module to its clients. The use is mutually agreed with each producer. The producer has the right not to send certain requested documents if they are considered to be confidential. In this case the information will have to be present during the onsite inspection.</p> <p>The applicant is responsible for ensuring that all producers and production sites under the certification scope comply with the certification requirements at all times.</p> <p>Each production process for products registered and accepted for certification for the first time shall be completely assessed prior issuing the certificate. A product that has not yet been harvested shall not be included in the certificate. It is possible to add a new product to an already existing certificate during an unannounced inspection in case of Option 1 certifications or during a surveillance inspection in case of Option 2 certifications or Option 1 with QMS, provided all applicable control points for this product are verified. Products that are harvested before registration with GLOBALG.A.P cannot be certified.</p>
<p><b>Unannounced Reward Program</b></p>	<p>Producers may opt to participate in the unannounced reward program. Under this program producers are excluded from the additional 10% announced inspection. The annual inspection will be unannounced. The producer will be informed in advance the intended visit. This notification will not exceed 48 hours. In the exceptional case where 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. The producer will receive another 48-hour notification of a visit. If the visit cannot take place because of non-justifiable reasons, a suspension of all products will be issued.</p>

	<p>The entire IFA checklist will be used according to the relevant scopes and sub-scopes. The participants excluded from the off-site module inspection methodology. In justified circumstances, TÜV AUSTRIA HELLAS has the right to schedule unannounced inspections during the certificate validity period.</p> <p>If the producer also need to be audited for an add-on and the add-on rules explicitly exclude unannounced add-on assessments, the producer will not be able to participate this program.</p>
<p><b>Requirements to Achieve and Maintain GLOBALG.A.P. Certification</b></p>	<p>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:</p> <p><b>Major Musts:</b> 100% compliance with all applicable Major Must and QMS control points is compulsory.</p> <p><b>Minor Musts:</b> 95% compliance with all applicable Minor Must control points is compulsory.</p> <p><b>Recommendations:</b> No minimum percentage of compliance required.</p> <p>The producer shall comply with the agreements signed</p>
<p><b>Certification cycle</b></p>	<p>The certification shall be valid effectively from the date of issue stated on the certificate itself and shall end after 12 months. The certification decision shall be made 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 the decision shall be made no later than 28 days after the end of the inspection/audit.</p>
<p><b>Unannounced Inspections</b></p>	<p>The CB may conduct unannounced audit. The producer will be informed in advance of the intended visit. This notification will normally not exceed 48 hours (2 working days). In the exceptional case where 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. The producer will receive another 48-hour notification of a visit. If the visit cannot take place because of non-justifiable reasons, a suspension of all products will be issued.</p>
<p><b>Notification of factors affecting the certification</b></p>	<p><b>Non- conformance with the GLOBALG.A.P. Certification Rules:</b></p> <ol style="list-style-type: none"> <li>1. Non-compliance with one or more Major Musts or</li> <li>2. Non-compliance with more than 5% of applicable Minor Musts</li> </ol> <p><b>Contractual Non-Conformances:</b> Breach of any of the agreements signed in the contract between TÜV AUSTRIA HELLAS and the producer related to GLOBALG.A.P issues.</p> <p>If non-conformance is detected, a sanction shall be applied. Producers cannot change Certification Body until the non-conformance that led to the respective sanction is satisfactory closed.</p> <ol style="list-style-type: none"> <li>1. <b>Warning</b> A warning is issued for all types of non-conformance detected. If there are outstanding non-conformances 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 3 months, a complete inspection shall be performed before a certificate can be issued. For subsequent inspections non-conformances shall be closed within 28 days.</li> <li>2. <b>Product Suspension</b> If the cause of the warning is not resolved within the defined period a suspension shall be imposed. An immediate suspension shall be issued where a serious threat to food safety, the safety of workers, the environment, consumers and/or product integrity is present which will be communicated via an official warning letter. The period allowed for correction is set by TÜV AUSTRIA HELLAS and it is not longer than 12 months. During this period, using the GLOBALG.A.P. logo/ trademark, certificate or any other type of document that is in any way linked to GLOBALG.A.P. in relation to the suspended product, prohibit.</li> </ol>

	<p><b>3. Cancellation</b></p> <p>If the cause of the suspension is not resolved within the defined period, a cancellation is imposed.</p>
<p><b>Use of GLOBALG.A.P. Trademark and logo</b></p>	<p>GLOBALG.A.P is the owner of the GLOBALG.A.P trademark.</p> <p>The certification granted entitles the company to distribute and market its product under the trademark and, if applicable, under the QR code only to the extent that these products are in full compliance with GLOBALG.A.P standard.</p> <p>Certified producers, who have not signed up for voluntary GLOBALG.A.P membership use, shall combine the logo with the corresponding GGN.</p> <p>The GLOBALG.A.P trademark shall never appear on the product, consumer packaging or at the point of sale where it is in direct connection with single products. It may only be used on pallets that contain only certified GLOBALG.A.P products and that will not appear at the point of sale.</p> <p>The QR code logo may appear on the product, consumer packaging of the product or at the point of sale where it is in direct connection with certified products.</p> <p>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. It shall never be used on promotional items, apparel items, or accessories of any kind.</p> <p>The company shall indicate when using the trademark and the QR code logo that it is a GLOBALG.A.P. registered trademark.</p> <p>The GLOBALG.A.P logo shall always be obtained from the GLOBALG.A.P. Secretariat.</p>
<p><b>Complaints</b></p>	<p>Any complaints or appeals against the certification body follow the TÜV AUSTRIA HELLAS procedure which is available on the TÜV AUSTRIA HELLAS website (<a href="http://www.tuvaustriahellas.gr">www.tuvaustriahellas.gr</a>).</p> <p>In case the response is found inadequate, the complaint can be addressed to the GLOBALG.A.P. Secretariat using the "GLOBALG.A.P. Incident/Complaint Form", available on the GLOBALG.A.P. website (<a href="http://www.globalgap.org">www.globalgap.org</a>)</p>
<p><b>GLOBALG.A.P Certification integrity Program</b></p>	<p>The Certification Integrity program is risk based and consists of 2 kinds of assessments:</p> <ol style="list-style-type: none"> <li>a. Office assessments to check Certification Body certification performance</li> <li>b. Producer assessments or witness Certification Body assessments to check inspection and audit performance.</li> </ol>