

ANNEX I.3 GLOBALGAP (EUREPGAP) REGISTRATION DATA REQUIREMENTS FOR COMPOUND FEED MANUFACTURERS

(This Annex forms part of the GLOBALGAP (EUREPGAP) General Regulations V2.0_Mar10 for Compound Feed Manufacturing and may be referred to by other GLOBALGAP (EUREPGAP) documentation.)

1.1 Types of Master Data required

The CB must record the following data and the GLOBALGAP database needs to be updated accordingly (as required in the current database manual).

- 1.1.1 Company and Location information
- 1.1.2 Responsible person(s) of the company data
- 1.1.3 Product information

This information shall be updated regularly whenever there is a change. It must be update latest with the re-acceptance of products for the next certificate cycle and/or the re-certification.

The CB must provide the manufacturer with a choice among four different data release levels, which will specify general data display to specified user groups in the database and the public for certificate validation:

- (i) Level 1 - Minimum and obligatory level:
 - a. The GGN, registration no., scheme, version, option, CB, products and status, , country of production and destination are available **to the public**.
 - b. GLOBALGAP, the certification body and trustee, which the manufacturer is working with, can use all data in the GLOBALGAP database for internal processes and sanctioning procedures.
- (ii) Level 2 - In addition to Level 1, GLOBALGAP members and other industry market participants with authorised database access are allowed to see the manufacturer's organization name, city and postal code.
- (iii) Level 3 - Unless indicated to the contrary by the manufacturer, this level is automatically chosen:
 - a. In addition to Level 1, the manufacturer's organization name, city and postal code are available to the public.
- (iv) Level 4 - Publication of all data (e.g. contact details, quantities, completed checklists) to public.

In addition to the choice of one of the levels above the manufacturer may grant access to selected data to individually identified database users, on request.

The level of data privacy must be fixed and signed during registration with the CB. The data owner is responsible to grant and determine the level of the rights for data access. The data owner, however, can transfer the responsibility to other users (e.g., certification body, producer group or other data trustee; as described in GR Part I, 4.6).

Therefore a certification body or other data trustee can do the registration if the manufacturer has assigned them the rights in writing for registering them in the database.

1.1.1 Company information of Certified Unit (Legal Entity)

The following information regarding the company to be certified is necessary to supply each manufacturer in the system with a unique GLOBALGAP number (GGN).

- (i) Company name
- (ii) Contact details: Street address
- (iii) Contact details: Postal address
- (iv) Postal Code
- (v) City
- (vi) Country
- (vii) Phone number (if available)
- (viii) Fax number (if available)
- (ix) E-mail address (if available)
- (x) GLN (if available)
- (xi) Legal registration by country as published and approved by the GLOBALGAP Board. This number is only used for internal verification to avoid double registration (e.g, tax number, VAT number, producer number etc.)
- (xii) Previous GLOBALGAP Number (GGN)
- (xiii) Northern/Southern Latitude (voluntary) and Eastern/Western Longitude (voluntary)
- (xiv) Subcontracted activities

1.1.2 User information (responsible person of certificate holder):

This is the information required for the user or person in the company who is legally responsible for the certification.

- (i) Title
- (ii) First name
- (iii) Last name
- (iv) Contact details: Street address
- (v) Contact details: Postal address
- (vi) Postal Code
- (vii) City
- (viii) Country
- (ix) Phone number (if available)
- (x) Fax number (if available)
- (xi) E-mail address (if available)
- (xii) Login name (voluntary, only necessary if producer or producer group is interested in changing their data himself)

If more users need access, their data can also be entered into the database (either by certification body, manufacturer or other designated trustee).

1.1.3 Production Unit information

The following information regarding the Production/Management Units of the company (Legal Entity) to be certified is necessary.

- (i) Name of Production Unit
- (ii) Contact details: Street address
- (iii) Contact details: Postal address
- (iv) Postal Code
- (v) City
- (vi) Country
- (vii) Phone number (if available)
- (viii) Fax number (if available)
- (ix) E-mail address (if available)
- (x) GLN (if available, can also be a Sub-GLN with more specific location reference defining the Production Unit)
- (xi) Legal registration by country as published and approved by the GLOBALGAP Board. This number is only used for internal verification to avoid double registration (e.g, tax number, VAT number, producer number etc.) (if available)

- (xii) Previous GLOBALGAP Number (GGN) (if available)
- (xiii) Northern/Southern Latitude (voluntary) and Eastern/Western Longitude (voluntary)
- (xiv) Site information: coordinates may be supplied.
- (xv) Subcontracted activities

1.1.4 User information (responsible person of Production Unit (if applicable)):

This is the information required for the user or person who is legally responsible for the Production Unit.

- (xiii) Title
- (xiv) First name
- (xv) Last name
- (xvi) Contact details: Street address
- (xvii) Contact details: Postal address
- (xviii) Postal Code
- (xix) City
- (xx) Country
- (xxi) Phone number (if available)
- (xxii) Fax number (if available)
- (xxiii) E-mail address (if available)
- (xxiv) Login name (voluntary, only necessary if producer is interested in changing their data himself)

If more users need access, their data can also be entered into the database (either by certification body, or manufacturer or other designated trustee).

1.1.5 Product information

This information gives more detail on the product(s) to be certified and shall be used to invoice the manufacturer. This information must be updated if there are any changes detected during the external inspections (to avoid incorrect invoicing).

- (i) Product(s)
- (ii) Annual Quantity of production in metric tons (livestock Feed, aquaculture Feed)
- (iii) Country of Destination
- (iv) Option (1 or 3 per product)
- (v) Scheme name (if a benchmarked scheme; per product))
- (vi) Certification Body.