

ANNEX I.3 GLOBALGAP (EUREPGAP) REGISTRATION DATA REQUIREMENTS

(This Annex forms part of the GLOBALGAP (EUREPGAP) General Regulations V3.1-Nov09 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 producer or producer group 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 for all sub-scopes:
 - a. The GGN, registration no., scheme, version, option, CB, products and status, produce handling/processing declaration, number of producers (in Option 2), country of production and destination are available **to the public**.
 - b. GLOBALGAP, the certification body and trustee, which the producer or producer group is working with, can use all data in the GLOBALGAP database for internal processes and sanctioning procedures.
- (ii) Level 2 - Unless indicated to the contrary by the producer or producer group, this level is automatically chosen for fruit and vegetables:
 - a. In addition to Level 1, GLOBALGAP members and other industry market participants with authorised database access are allowed to see producer or producer group 's organization name, city and postal code.
- (iii) Level 3 - Unless indicated to the contrary by the producer or producer group, this level is automatically chosen for all sub-scopes except fruit and vegetables:
 - a. In addition to Level 1, the producer or producer group'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 producer or producer group 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, producer group or other data trustee can do the registration, if the producer or producer group has assigned them the rights in writing for registering them in the database.

1.1.1 Company and Location Information

The following information regarding the company (producer as individual certificate holder or producer member in a producer group) and the specific location(s) (including produce handling sites, ponds, etc.) to be certified is necessary to supply each producer in the system with a unique GLOBALGAP number (GGN).

- (i) Company name and produce handling facility (if different)
- (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) Site information: (e.g ponds) coordinates must be supplied for producers seeking certification against the Aquaculture scope as requested in the applicable control points
- (xv) Subcontracted activities

1.1.2 User information:

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, producer group or producer or other designated trustee).

1.1.3 Product information

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

- (i) Product(s)
- (ii) Annual Area under production (crops) / annual Quantity of production (livestock, aquaculture)
- (iii) Covered or non-covered crop (if crop)

- (iv) First harvest (first crop) on an area during a certification cycle or further harvest (subsequent crop) of the same or different crop on the same area during the certification cycle (if crop)
- (v) Country of Destination (a group of countries may be declared where harmonized MRLs exist; e.g. European Union)
- (vi) Option (1, 2, 3 and/or 4 per product)
- (vii) Scheme name (if a benchmarked scheme; Options 3 and/or 4, per product))
- (viii) Certification Body(ies) to be used as set out in Part I, 4.4.2 (vi)
- (ix) For Fruit and Vegetables: Exclusion of produce handling when not applicable (for each product certified)
- (x) For Fruit and Vegetables: The GLOBALGAP number(s) (GGN) of the producer(s) who do(es) produce handling if it is included when done off-farm (see Produce Handling Exclusion scope 4.9.6.1)
- (xi) For Fruit and Vegetables: If produce handling is included, the producer must declare whether products are also packed for other GLOBALGAP (EUREPGAP) certified producers (in which case all Minor Must control points in the CPCC section FV.5 must also be inspected as Major Musts)
- (xii) For Coffee and Tea: The GLOBALGAP number (GGN) of the processing unit(s) as indicated in the Chain of Custody certification must be entered into the GLOBALGAP database as soon as the producer knows it, and it must be communicated to the CB and updated whenever there are changes.
- (xiii) For Livestock: The GLOBALGAP number (GGN) of the transporter(s) must be entered into the GLOBALGAP (EUREPGAP) database as soon as the transportation is covered by GLOBALGAP and the producer knows it, communicated to the CB and updated whenever there are changes.
- (xiv) For Aquaculture: The GLOBALGAP number (GGN) of the transporter(s) (maritime and terrestrial) must be entered into the GLOBALGAP database as soon as transportation is covered by GLOBALGAP and the producer knows it, and it must be communicated to the CB and updated whenever there are changes.
- (xv) For Aquaculture: The GLOBALGAP number (GGN) of the processing unit(s) as indicated in the Chain of Custody certification must be entered into the GLOBALGAP database as soon as the producer knows it, and it must be communicated to the CB and updated whenever there are changes.

2 EDITION UPDATE REGISTER

| General Regulation Version | Replaces | Replaced document obsolete | New document comes into force | Description of Modification |
|----------------------------|-------------------------|----------------------------|-------------------------------------|--|
| 3.0-1_Sep07 | 3.0_Mar07 | 30 Sep 2007 | 30 Sep 2007 | Modification GLOBALGAP (EUREPGAP) |
| 3.1_Nov09 Interim Final | 3.0-1_Sep07 | 28 Feb 2010 | 20 Nov 2009 | Clarification and modification according to Sublicence and Certification Agreement and Database requirements in 1.1, 1.1.1, 1.1.2, 1.1.3 |
| 3.1_Nov09 | 3.1_Nov09 Interim Final | 28 Feb 2010 | 20 Nov 2009 Published 6 Jan 2010 | Change from Interim Final to Final Version |
| 3.1_Nov09_updateMar10 | 3.1_Nov09 | 1 Apr 2010 | 1 Apr 2010 | Reference corrected: 1.1.3 (viii) and 1.1.3 (x) |

1. For detailed information of the modifications please contact GLOBALGAP Secretariat for the History document.
2. When the changes do not affect the accreditation of the standard, the version will remain “3.0” and edition update shall be indicated with “-x”.
3. When the changes do affect the accreditation of the standard, the version name will change to “3.x”.