

## **ANNEX II.1: TRANSFER BETWEEN CERTIFICATION BODIES**

(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 Introduction**

This annex provides guidance on how to proceed when the producers (registered in the GLOBALGAP database) are changing CBs and how to transfer producers between CBs working with GLOBALGAP. The objective of this guidance is to assure the maintenance of the integrity of GLOBALGAP (EUREPGAP) certificates issued by one CB if subsequently transferred to another CB, and to guarantee that the case of any producer registered in the GLOBALGAP database entering into contract with a GLOBALGAP (EUREPGAP) CB will be reviewed in the light of that producer's history within GLOBALGAP.

The guidance states minimum requirements for the transfer of producers found in the GLOBALGAP database (and where applicable their corresponding certificates) between CBs working with GLOBALGAP (EUREPGAP). CBs may implement procedures or actions, which are more stringent than those, contained herein, provided that an organisation's freedom to choose a CB is not unduly or unfairly constrained.

Only producers found in the GLOBALGAP database may change CB. All producers must first resolve any outstanding sanction before being able to transfer to a new CB.

### **1.2 General Requirements**

- (i) The accepting CB must keep the existing GGN of the transferred producer. Double registration is not allowed, i.e. one producer can have only one GGN even if the same producer has different registration numbers by different CBs
- (ii) The accepting CB must close the registration process (Part I. 4.8) including entering into Sub-licence and Certification Agreement with the producer/producer group before accepting the transfer
- (iii) The period between the release by the outgoing CB and the acceptance by the accepting CB cannot be longer than 14 days
- (iv) Accepting CBs must be accredited to the relevant GLOBALGAP (EUREPGAP) scope. Newly approved GLOBALGAP (EUREPGAP) CBs that are not yet accredited cannot therefore take on clients that are transferring from an already approved and accredited CB (unless the producer has not yet ever been certified).

### **1.3 Transfer of Producers between CBs**

The transfer between CBs takes place when a producer that is found in the GLOBALGAP database changes from the original GLOBALGAP (EUREPGAP) Approved CB [hereinafter referred to as the "outgoing CB"] to another, new GLOBALGAP (EUREPGAP) Approved CB [hereinafter referred to as the "accepting CB"].

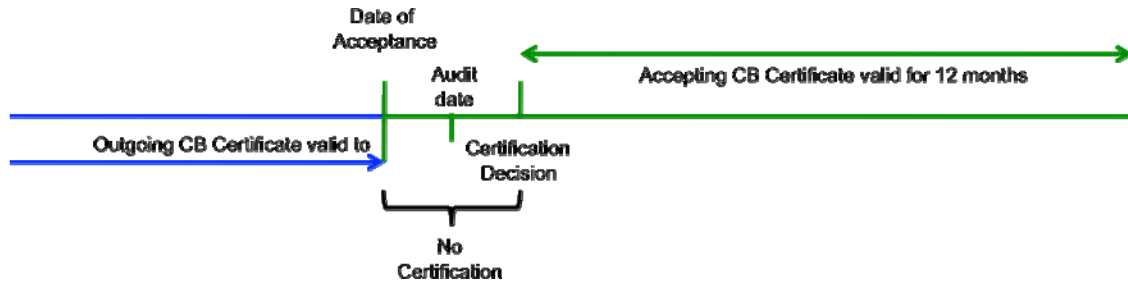
Transfer of producers between CBs can take place either:

- i) When a producer's certificate has expired (Producer Transfer) or
- ii) During a cycle while a producer has a valid GLOBALGAP (EUREPGAP) certificate (Certificate Transfer).

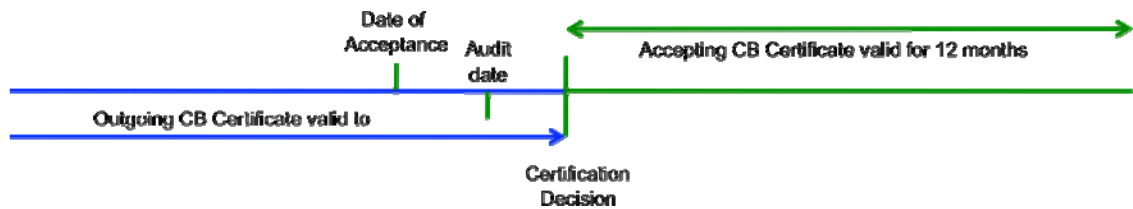
#### **1.3.1 Producer Transfer**

This type of transfer of a producer from one CB to another CB takes place after the producer's certificate has expired and also if there is no binding service contract between the producer and the outgoing CB. The producer will apply for certification for the next cycle to another CB ("accepting CB"). The inspection by the accepting CB must be seen as an initial inspection or

audit and the rules for Options 1 and 2 as set out in Part I, 4.9.2.1 (i) and 5, must be followed. The outgoing CB can shorten the validity of the issued certificate. If the Date of Acceptance (signing of Sublicence and Certification Agreement) and Date of Audit are after the certificate from the outgoing CB expired, because it is only possible to inspect during harvest, there will be a period when the producer does not have a valid certificate.



If, however, the Date of Acceptance (signing of Sublicence and Certification Agreement) and perhaps also the Date of Audit is BEFORE the certificate from the outgoing CB expired, the certification decision can only take effect as soon as the certificate expired. In this case, the certification cycle of the producer will remain the same as before. The outgoing CB remains responsible until its certificate expires.



*Note 1: If the Certification Decision is made AFTER the outgoing CB Certificate has expired even if the Dates of Acceptance and Audit were before the expiration date; there will be a time period where the product will not be certified.*

### 1.3.2 Certificate Transfer

This type of transfer of a producer from one CB to another CB takes place during a certification cycle and can **only** continue on request and after approval from GLOBALGAP Secretariat. This happens when there is a loss of accreditation of the outgoing CB, the outgoing CB has stopped its GLOBALGAP activities, the outgoing CB has been taken over by the new accepting CB, etc.

## 2. EDITION UPDATES REGISTER

General Regulation Version	Replaces	Replaced document obsolete	New document comes into force	Description of Modification
3.0-2_Sep07	3.0-1_2 Jul07	30 Sep 2007	30 Sep 2007	Modification GLOBALGAP (EUREPGAP)
3.1_Nov09 Interim Final	3.0-2_Sep07	28 Feb 2010	20 Nov 2009	Modification to clarify rules for transfer ( in almost all points).
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

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”.