

Produce Safety Standard



General Regulations

ENGLISH VERSION 4.0

Edition 4.0-2_Jul2013

ADDENDUM TO GLOBALG.A.P. GENERAL REGULATIONS

Valid from: 24 July 2013

Obligatory from: 24 October 2013

130724_pss_gr_v4_0-2_en

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1 INTRODUCTION

This addendum applies to the GLOBALG.A.P. Produce Safety Standard (PSS) V4.0. The following requirements have been taken from the GLOBALG.A.P. General Regulations (GR) V4.0 and amended. These amended requirements shall replace the specified requirements laid out in the GLOBALG.A.P. GR V4.0 document. All non-amended clauses of the GLOBALG.A.P. GR V4.0 still apply. Updates of GLOBALG.A.P. General Regulations may occur and latest editions of the Standard Documents are available on the GLOBALG.A.P. website.

The **scope** of the Produce Safety Standard covers all the food safety relevant points of the GLOBALG.A.P. Integrated Farm Assurance Standard V4.0.

For the sake of simplification of this addendum, the clauses where the content is identical to the content in the GLOBALG.A.P. GR have not been amended, however Produce Safety certification, certified production process, products and certificate shall be read wherever the GLOBALG.A.P. General Regulations refer to GLOBALG.A.P. Certification, certified production process, products and certificate.

Benchmarking against the GLOBALG.A.P. Produce Safety Standard is not possible.

The term "shall" is used throughout this document to indicate those provisions which, reflecting the requirements of GLOBALG.A.P., are mandatory.

2 NORMATIVE DOCUMENTS

The following normative documents (and any other documents released as normative) are relevant to all applicants and Produce Safety Standard certificate holders seeking certification:

- a) GLOBALG.A.P. Certification and Sublicense Agreement: *Contract between the CB and the producer. Sets legal framework in order to be granted the GLOBALG.A.P. Certification.*
- b) GLOBALG.A.P. Certification and License Agreement: *Contract between the CB and FoodPLUS.*
- c) Produce Safety Standard Control Points and Compliance Criteria (CPCC): *Document that sets the compliance requirements for producers.*
NOTE: Guidelines included in the CPCC document to guide producers to comply with the requirements are **note** normative documents.
- d) Produce Safety Standard Checklist: *This document is used for all inspections and self-assessments*
- e) GLOBALG.A.P. Checklist – Producer Groups and Multisites with QMS: *Sets requirements for quality management systems*
- f) National Interpretation Guidelines. *Gives clarification and adaptation of the CPCC to the relevant country. Only available for countries where approved by the respective Sector Committees. These become obligatory for use as soon as they are approved and published.*
- g) GLOBALG.A.P. General Regulations and its addendum for the Produce Safety Standard (this document): *Defines how the certification process works as well as the requirements for quality management systems and related issues.*

2.1 Document Control

Not amended

3 CERTIFICATION OPTIONS

Applicants can apply for certification under any of 2 options (individual or group certification under GLOBALG.A.P. or a benchmarked scheme). The options are based on the constitution of the legal entity applying for certification. The assessment process for each of these options is described under Section 5.

3.1 Option 1 – Individual Certification

Not amended

3.1.1 Option 1 – Multisite without Implementation of a QMS

Not amended.

3.1.2 Option 1 – Multisite with Implementation of a QMS (see Part II)

Not amended

3.2 Option 2 (see Part II)

Not amended.

3.3 Benchmarked Schemes

Benchmarking against the GLOBALG.A.P. Produce Safety Standard is not possible.

4 REGISTRATION PROCESS

4.1 Certification Bodies/ Farm Assurer*

- a) The applicant shall, as a first step, choose a certification body approved by GLOBALG.A.P. for the Produce Safety Standard. Contact information on approved and provisionally approved CBs is available on the GLOBALG.A.P. website. It is the responsibility of the applicant to verify whether the chosen CB is approved for the relevant scopes.
- b) The applicant must register with an approved CB or farm assurer as the first step towards obtaining a Produce Safety Standard Certificate. Unless the applicant has assigned a farm assurer, the CB is by default the Farm assurer and is responsible for registration, data updates, and collection of fees.
- c) GLOBALG.A.P. approved farm assurers are organizations (e.g. CB, producer group organizations, standard owners, consultants, etc.) that have signed a license agreement with GLOBALG.A.P. and acquired the right from producers to upload and/or register these producer activities in the GLOBALG.A.P. Database. The service includes the first registration and any subsequent modifications as well as settings of links in the database. The approved farm assurer must be granted these rights in writing from the producer or other legal entity in the GLOBALG.A.P. System.

*More information on farm assurers can be obtained in the farm assurer agreement available from the GLOBALG.A.P. Secretariat on request.

4.2 Registration

4.2.1 General

- a) The application must cover at least the information detailed in Annex I.2 (GLOBALG.A.P. registration data requirements). By registering, the applicant commits to comply with the obligation set in the Annex, including:
 - (i) Compliance with the certification requirements at all times.

- (ii) Payment of the applicable fees established by GLOBALG.A.P. and by the CB. In the event that the producer registers for combined PSS and IFA FV certification, the GLOBALG.A.P. certificate fee will apply for each one of the standards, but the registration fee will apply only once per product.
 - (iii) Communication of data updates to the CB.
 - (iv) The terms and conditions of the Sub-License and Certification Agreement
- b) Not amended
 - c) Not amended
 - d) Not amended
 - e) Not amended
 - f) An applicant:
 - (i) May not register the same product with different CBs.
 - (ii) May not register the same product with different certification options (e.g.: It is not possible to register salmon under both Options 1 and 3).
 - (iii) May register different products with different CBs and/or different certification options (e.g.: It is possible to register apples under Option 1 and cherries under Option 2, apples with one CB and cherries with another CB or both crops with the same CB.)
 - (iv) May not register production management units (PMU) or group members in different countries with any CB. The GLOBALG.A.P. Secretariat may grant exceptions on a case-by-case basis or within national interpretation guidelines.
 - (v) May register for combined certification of the GLOBALG.A.P. IFA V4.0 and PSS V4.0 for the same product, but only with the same CB.
 - (vi) May register for IFA for some of its products and for PSS for others.
 - (vii) May not register for PSS only if it was previously IFA certified for the same product, i.e. if an applicant wants PSS certification for a product which has been previously IFA certified, the applicant can only register for combined IFA and PSS certification for that product.
 - g) Not amended

4.2.2 Registration with a new CB

Not amended

4.3 Acceptance

- a) For the registration to be accepted, the applicant must satisfy **all** the following conditions:
 - (i) Submit to the CB the relevant application that shall include all the necessary information. The applicant shall have formally committed to comply with the obligations indicated above
 - (ii) Sign acceptance of the Sub-License and Certification Agreement with the CB, OR the applicant shall explicitly acknowledge the receipt and the inclusion of the Sublicense and Certification Agreement with his/her signature on the service contract/agreement with the CB and the CB must hand over a copy of the Sub-License and Certification Agreement to the producer
 - (iii) Be assigned a GLOBALG.A.P. Number (GGN)
 - (iv) To pay the GLOBALG.A.P. registration fee, as explained in the current GLOBALG.A.P. fee table (available on the GLOBALG.A.P. website). In the event that the producer registers for combined PSS and IFA FV certification, the GLOBALG.A.P. certificate fee will apply for each one of the standards, but the registration fee will apply only once per product.
- b) Not amended.
- c) Not amended.

4.4 Application and Certification Scope

Not amended

4.4.1 Standards covered by Produce Safety Certification:

- a) Only fruits and vegetables covered by the GLOBALG.A.P. Product List, published on the GLOBALG.A.P. website, can apply for certification.
- b) Produce Safety Certification covers the relevant food safety elements of the controlled production process of produce.
- c) Refer to the Produce Standard-specific Rules (published with the CPCC) for possible exceptions to the General Regulations and this Addendum and for new standards released.

4.4.1.1 All Standards

Not amended

4.4.1.2 Integrated Farm Assurance: Fruit and Vegetables

Deleted

4.4.1.3 Integrated Farm Assurance: Other Crops

Deleted

4.4.1.4 Integrated Farm Assurance: Livestock Scope

Deleted

4.4.1.5 Integrated Farm Assurance: Aquaculture Scope

Delete

4.4.1.6 Compound Feed Manufacturing

Delete

4.4.1.7 Plant Propagation Material

Deleted

4.4.1.8 Produce Safety Standard

- (i) Produce Safety Certification covers fruit and vegetables used for fresh, cooked or processed consumption by humans. Vegetables used solely for medicinal or aromatic purposes cannot be certified.

4.4.2 Applicable CPCC scopes and modules Produce Safety

- a) It is not possible to certify the respective Produce Safety Standard without verifying compliance with the complete PSS checklist (all food safety CPCCs from the All Farm Base, Crop Base and Fruit and Vegetable Base modules).
- b) Deleted

4.4.3 Parallel Production (PP) or Parallel Ownership (PO)

Not amended

4.4.3.1 Parallel Production (PP)

Not amended

4.4.3.2 Parallel Ownership (PO)

Not amended

4.4.3.3 Basic rules

Not amended

4.4.4 Burden of Proof

Not amended

5 ASSESSMENT PROCESS

Not amended

5.1 Option 1 – Single Sites and Multisites without QMS

Not amended

5.1.1 Self-Assessments

Not amended

5.1.2 External Inspections

Not amended

5.1.2.1 Announced Inspections

- (i) Each applicant shall undergo one announced external inspection at the initial assessment and thereafter once per annum.
- (ii) The inspection shall cover:
 - a) All accepted products
 - b) All registered production locations
 - c) Each registered product handling facility

5.1.2.2 External Unannounced Surveillance Inspections

Not amended

5.2 Option 2 and Option 1 Multisite with QMS

Not amended

5.2.1 Internal Assessments

Not amended

5.2.2 External Quality Management System (QMS) Audit

Not amended

5.2.2.1 QMS Announced Audits

Not amended

5.2.2.2 QMS Unannounced Surveillance Audits

Not amended

5.2.3 External Producer or Site Inspections

Not amended

5.3 Inspection timing

5.3.1 Initial (First) Inspections

Not amended

5.3.1.1 Integrated Farm Assurance: Crops

Not amended

5.3.2 Subsequent Inspections

Not amended.

5.3.2.1 Produce Safety and Integrated Farm Assurance: Crops

- (i) Not amended
- (ii) Not amended

5.3.2.2 Integrated Farm Assurance: Livestock

Deleted.

5.3.2.3 Integrated Farm Assurance: Aquaculture

Deleted

6 CERTIFICATION PROCESS

6.1 Non-compliance and non-conformance

- a) **Non-compliance (of a control point):** A Produce Safety Control Point in the checklist is not fulfilled according to the Compliance Criteria, e.g. the producer does not comply with the Minor Must AF.2.1.
- b) **Non-conformance (of the GLOBALG.A.P. certification rules):** A GLOBALG.A.P. rule that is necessary for obtaining the certificate (see 6.2) is infringed.
- c) **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.
 - (i) CB can impose a suspension of all products.
Case examples: trading with a product that does not comply with legal requirements; false communication by the producer regarding GLOBALG.A.P. Certification; GLOBALG.A.P. trademark misuse; or payments are not made following contractual conditions; etc.

6.2 Requirements to achieve and maintain GLOBALG.A.P. Certification

Not amended.

6.2.1 Minor Must Compliance Calculation

- a) Not amended
- b) Not amended
- c) In the event that the CB wants to issue a PSS certificate based on an IFA FV v4.0 audit, the calculation of the level of compliance with the 95% of minor musts shall be made based on the number applicable minor musts in the Produce Safety Standard.

6.2.2 Applicable Control Points

Not amended

6.3 Certification Decision

- a) Not amended
- b) Not amended
- c) A certification body can issue a PSS certificate based on an IFA FV v4 audit. The CB shall ensure that the producer complies with 100% of all applicable Major Musts and the 95% of all applicable minor musts of the PSS.

6.4 Sanctions

- a) When a non-conformance is detected, the CB shall apply a sanction (Warning, Suspension of a product or Cancellation) as indicated in this section.
- b) Producers cannot change CB until the non-conformance that led to the respective sanction is satisfactorily closed out.

- c) ONLY the CB or the producer group that has issued the sanction is entitled to lift it, provided there is sufficient and timely evidence of corrective action (either through a follow-up visit or other written or visual evidence).
- d) In the event that producer has registered for combined IFA and PSS certification, sanctions will apply simultaneously to both IFA and PSS if:
 - i. The reason for the sanction is a non-conformity included in the PSS.
 - ii. The producer had previously obtained IFA certified.
Example: if a producer who was previously IFA certified applies for combined IFA and PSS certification and during the audit a non-conformity is detected on IFA AF3.5. (Protective Clothing for workers), the sanction will also apply to the PSS V4.0 certification regardless this requirement is not part of the PSS.
- e) In the event that producer has registered for combined IFA and PSS certification, sanctions can be decoupled between both certifications if the producer was not previously IFA certified for the product under sanction and the reason for that sanction is a requirement included in IFA but not in PSS.
Example: if a producer who was NOT previously IFA certified applies for combined IFA and PSS certification and during the audit a non-conformity is detected on IFA AF3.5. (Protective Clothing for workers), the producer could not obtain IFA certification, but could obtain (or maintain) the PSS v4 certification.

6.4.1 Warning

Not amended

6.4.2 Product Suspension

Not amended.

6.4.2.1 Self-declared Product Suspension

Not amended

6.4.2.2 Certification Body / Producer Group Declared Suspension

Not amended

6.4.3 Cancellation

Not amended

6.5 Notification and Appeals

Not amended

6.6 Sanctioning of Certification Bodies

Not amended

6.7 GLOBALG.A.P. Certificate and Certification Cycle

- a) A certificate is not transferable from one legal entity to another when a production unit changes legal entity. In this case an initial inspection is required.
- b) The certification cycle is 12 months subject to any sanctions and extensions in accordance with the scope described.
- c) It is possible to issue a Produce Safety v4 certificate based on the results of a GLOBALG.A.P. IFA v4 inspection.

6.7.1 Certificate Information

- a) to f) Not amended
- g) In the event that a producer has obtained a combined certification of IFA FV v4 and PSS v4, the valid from and valid to dates of both certificates shall correspond.

6.7.2 Extension of Certificate Validity:

Not amended

6.7.3 Maintenance of GLOBALG.A.P. Certification

Not amended

7 ACRONYMS AND REFERENCES

7.1 Acronyms

Not amended

7.2 Reference Documents

Not amended

**ANNEX I.1 RULES FOR USE OF GLOBALG.A.P. AND EUREPGAP
TRADEMARK AND LOGO**

Not amended.

ANNEX I.2 GLOBALG.A.P. REGISTRATION DATA REQUIREMENTS

1. Types of Master Data required

Not amended

1.1 Company Information of Legal Entity

Not amended

1.1.1 Company

Not amended

1.1.2 Contact person (responsible for legal entity)

Not amended

1.2 Production Management Unit or Produce Handling Unit Information

Not amended

1.2.1 PMU and/or PHU

Not amended

1.2.2 Contact Person of PMU or PHU (if applicable)

Not amended

1.3 Product Information

a) to g) Not amended

i) Produce Safety specific requirements:

- (i) Covered or non-covered crop
- (ii) 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
- (iii) Exclusion of produce handling when not applicable (for each product certified)
- (iv) The GLOBALG.A.P. Number(s) (GGN) of certified producer(s) subcontracted for produce handling (if applicable).
- (v) If produce handling is included, the producer must declare whether products are also packed for other GLOBALG.A.P. certified producers.

1.4 Checklist Information

Not amended

ANNEX I.3 GLOBALG.A.P. GUIDELINE ON PARALLEL PRODUCTION AND PARALLEL OWNERSHIP

Not amended

GENERAL REGULATIONS PART II – RULES FOR OPTION 2 AND OPTION 1 MULTISITES WITH QMS

This part establishes the requirements producer groups and multi-sites (where a QMS has been implemented) must comply with to achieve certification. These requirements need to be internally and externally assessed via the GLOBALG.A.P. QMS Checklist to ensure completeness and effectiveness.

Not amended

ANNEX II.1 INTERNAL AUDITOR AND INSPECTOR QUALIFICATIONS AND RESPONSIBILITIES

Not amended

GENERAL REGULATIONS PART III – CERTIFICATION BODY AND ACCREDITATION RULES

1 LICENSE AND CERTIFICATION AGREEMENT

Not amended

2 CERTIFICATION BODY APPROVAL PROCESS

2.1 CB Approval by GLOBALG.A.P

2.1.1 Provisional Approval

- a) The CB must complete the steps listed below before carrying out Produce Safety inspections/audits, issuing any Produce Safety (Option 1, Option 2, or Benchmarked) Certificates (accredited or non-accredited) and before provisional approval can be granted.
- (i) The applicant CB must register in the GLOBALG.A.P. CB Extranet (<http://cb.globalgap.org>), send a completed application form in English and pay an evaluation fee (according to the latest version of the GLOBALG.A.P. fee table) to the GLOBALG.A.P. Secretariat for initiating the approval process.
- (ii) After the positive evaluation of the application and before provisional approval, the applicant CB shall complete ALL of the following steps:
1. Sign the GLOBALG.A.P. License and Certification Agreement
 2. Pay the annual CB License Fee
 3. Register all auditors and inspectors in the GLOBALG.A.P. Database
 4. Have all the auditors and inspectors complete the necessary GLOBALG.A.P. training, including the exams for the General Regulations and for the Control Points and Compliance Criteria in the relevant sub-scope.
 5. Pay the relevant training fees per registered auditor/inspector according to the latest version of the GLOBALG.A.P. fee table.
- b) As a condition for provisional approval, the applicant CB intending to certify Option 1 producers shall have at least one inspector (for producer inspections) **and** one auditor (for the certification committee) who have passed the necessary exam for GLOBALG.A.P. IFA FV v4 as well as the General Regulations.
Applicant CBs wanting to certify Option 2 producer groups or Option 1 multi-site producers with QMS shall have at least one auditor (for producer member inspections and QMS audits) **and** at least a second auditor (for the certification committee) who have passed the necessary exam for the applied sub-scope and scope respectively.
- c) Nominate a “GLOBALG.A.P. Scheme Manager” (according to point 3.2.a).
- d) Nominate an in-house trainer (according to point 3.2.d) and register for the in-house trainer training.
- e) Deleted.
- f) CBs shall apply to an accreditation body (AB) for accreditation to EN 45011 or ISO/IEC Guide 65 or ISO/IEC 17065 in the Produce Safety scope. A copy of the confirmation of this application to the AB must be forwarded to the GLOBALG.A.P. Secretariat.
- g) The GLOBALG.A.P. Secretariat will allow provisionally approved CBs **with previous** EN 45011 or ISO/IEC GUIDE 65 or ISO/IEC 17065 **accreditation** that are not yet GLOBALG.A.P. accredited to issue a limited number of non-accredited certificates during the application phase for accreditation. The maximum number of **producers** that may receive non-accredited certificates (Options 1, Option 2) **per scope is 20**.
Example 1: If a CB has one producer group (Option 2) of 33 producers, it can only issue a non-accredited certificate for 20 of the 33 producers. The CB **cannot** issue further certificates for any Option 1 or Option 2 producers, until it has received accreditation.
Alternatively, the CB can issue 20 Option 1 certificates for 20 individual producers.

Example 3: A CB can issue a non-accredited certificate for an Option 2 producer group covering 12 producers and 8 non-accredited Option 1 certificates for 8 individual farmers (i.e. not connected to the Option 2 group) (for a total of 20 producers).

- h) There is a provision by the GLOBALG.A.P. Secretariat to allow provisionally approved CBs with **no previous** EN45011 or ISO/IEC GUIDE 65 or ISO/IEC 17065 **accreditation**, and that are not yet GLOBALG.A.P. accredited to issue a limited number of non-accredited certificates during the application phase for accreditation. These CBs must apply for accreditation to only issue certificates under Option 1 rules and for only one scope in the beginning. As soon as accreditation for Option 1 is obtained, other scopes can be applied for, and/or the CB can apply for accreditation for Option 2 certification. The maximum number of **producers** that may receive non-accredited Option 1 (benchmarked option 3) certificates **for the first scope approval** is **5**.
- i) The non-accredited certificates shall not indicate neither the GLOBALG.A.P. nor the AB logos.

2.1.2 Final Approval

The CB must complete the steps below before issuing any accredited Produce Safety certificates and before final approval can be granted.

- a) CBs must obtain EN45011 or ISO/IEC GUIDE 65 or ISO/IEC 17065 accreditation within 6 (six) months after the date of provisional approval. This period can be extended for an additional time span of 6 months if the AB provides justified reasons that are acceptable to the GLOBALG.A.P. Secretariat explaining the delay. The CB shall submit the justified reasons to GLOBALG.A.P.
- b) Once accreditation has been obtained, the CB must send a copy of the accreditation evidence to the GLOBALG.A.P. Secretariat.
- c) If accreditation has not been achieved within a maximum period of one year, the provisional approval will be withdrawn and the CB shall not appear as provisionally approved on the GLOBALG.A.P. website and cannot issue any Produce Safety Certificates (accredited or non-accredited). During this period the annual CB License Fee will apply. The CB may re-apply for provisional approval after a new standard version is introduced.
- d) As a condition for final approval, the provisionally approved CB shall have at least one in-house trainer (according to point 3.2) who completed the required training available for the applied sub-scope.
- e) Only after the CB has been accredited to EN45011 or ISO/IEC GUIDE 65 or ISO/IEC 17065 with the applicable GLOBALG.A.P. (or benchmarked) sub-scope can the CB place the GLOBALG.A.P. trademark/logo on the certificate according to the applicable GLOBALG.A.P. Certificate Template, which must be followed at all times.

2.2 Extension of Scopes, Sub-scopes and Approved Modified Checklists

- a) GLOBALG.A.P. approved CBs who want to extend their **scope** of GLOBALG.A.P. Certification must follow all steps and requirements mentioned in 2.1 and must apply for the accreditation of the new scope before signing the agreement of extension of scope with FoodPLUS GmbH.
- b) GLOBALG.A.P. approved CBs who want to extend their **sub-scope** of certification within a scope, must have a minimum of 1 inspector or auditor who complies with specific GLOBALG.A.P. inspector or auditor sub-scope requirements (Annexes III.1 and III.2 respectively). A formal application must be sent to the GLOBALG.A.P. Secretariat.

The CB must apply for the accreditation of the new sub-scope before signing the agreement of extension of scope with FoodPLUS GmbH.

- c) The precondition for scope or sub-scope extension (provisionally approved status) is the availability of an in-house trainer for the new sub-scope(s).

- d) GLOBALG.A.P. approved CBs willing to extend their approval to a benchmarked scheme - within the same scope and sub-scope- must send an application request to the GLOBALG.A.P. Secretariat.
- e) Deleted.
- f) Deleted.

2.3 Accreditation Body Requirements

- a) to d) Not amended.
- e) The extension of the accreditation to new sub-scope(s) within an already accredited scope must include at least the assessment of the personnel competency, except when the CB extends its accreditation scope from GLOBALG.A.P. IFA FV v4 to PSS v4.
- f) to h) Not amended.

3 OPERATIONAL REQUIREMENTS

3.1 General Requirements

- a) All the points described in the General Regulations and this addendum MUST be accepted and included in the relevant operational document of the CB for Produce Safety Certification and be available for accreditation body evaluation.
- b) The CB shall fulfill ALL of the following conditions:
 - (i) Continuously register all employed and/or subcontracted auditors and inspectors in the GLOBALG.A.P. Database.
 - (ii) All qualified Produce Safety Auditors and/or Inspectors complete the compulsory online and/or face-to-face training requirements set by GLOBALG.A.P. in the relevant sub-scope. Auditors and inspectors approved for GLOBALG.A.P. IFA v4 do not need to take any additional training to be approved for Produce Safety.
 - (iii) Pay the relevant training fee per registered auditor/inspector according to the latest version of the GLOBALG.A.P. fee table.
 - (iv) Pay the annual Certification License and Certificate Fee. There is a period of 6 weeks to pay the Certification License and Certificate Fee to GLOBALG.A.P. (The relevant amounts are indicated in the current updated GLOBALG.A.P. fee table, as published on the GLOBALG.A.P. website).
- c) The CB is responsible for communicating to their GLOBALG.A.P. registered clients all updates, as well as date of first application and grace period of any new GLOBALG.A.P. versions of normative documents and any edition updates issued by GLOBALG.A.P.
- d) GLOBALG.A.P. shall be entitled to participate, upon prior notice and at its own cost, in inspections or audits carried out by certification bodies.
- e) The information collected by GLOBALG.A.P. regarding the CBs and their activities including records of the Integrity Program and the complaint management system is made available on the CB Extranet to ABs for facilitating accreditation evaluation.
- f) Certification Body shall immediately inform GLOBALG.A.P. of changes in personnel relevant for the management of the GLOBALG.A.P. Scheme (e.g. change of the Scheme Manager, in-house trainer, etc.) and of all changes that may affect their function as an independent Certification Body, in particular withdrawal of accreditation or corporate changes.
- g) Certification Body shall actively cooperate with GLOBALG.A.P. during management of complaints related to the CB or to the producers contracted by the CB.

3.2 Training and Qualification of Staff

- a) Every CB approved by the GLOBALG.A.P. Secretariat will nominate a contact person, called the "GLOBALG.A.P. Scheme Manager", who will be the representative of the CB before the GLOBALG.A.P. Secretariat for all the GLOBALG.A.P. scopes the CB is approved for, including the PSS. This person:
 - (i) Must be fluent in English.

- (ii) Must at least qualify as a GLOBALG.A.P. inspector (see Requirements for GLOBALG.A.P. inspector in Annex III.1).
 - (iii) Must be committed to assist in any harmonization activities performed by the GLOBALG.A.P. Secretariat.
 - (iv) Must be part of the operational and/or management decision-making process of the CB.
 - (v) Shall be responsible for returning to GLOBALG.A.P. Secretariat the requested signed reception of any communication requiring written receipt.
 - (vi) Shall be responsible for communication and administration of users within the GLOBALG.A.P. System.
 - (vii) Shall respond to GLOBALG.A.P. operational enquiries as required in the communication. If the GLOBALG.A.P. Scheme Manager is not available, a substitute shall assume these responsibilities.
 - (viii) Shall distribute all communication received from the GLOBALG.A.P. Secretariat to all CB staff involved in GLOBALG.A.P. activities in all countries.
 - (ix) Shall attend the annual Scheme Manager (update) meeting.
- b) For carrying out GLOBALG.A.P. inspections and audits, the CB must employ/contract only inspectors and auditors that fulfill the GLOBALG.A.P. requirements (See Annex III.1 and III.2 respectively).
- c) CBs can only subcontract inspections to inspection bodies that are ISO/IEC 17020:2004 accredited or audits to certification bodies that are ISO/IEC Guide 65 or ISO 17065 accredited to a relevant sub-scope. The sub-contractors shall implement the relevant requirements of the GLOBALG.A.P. General Regulations.
- d) All approved CBs must have a sub-scope and version (i.e. version 3 and/or 4) specific CB *In-House Trainer* for each certification decision taken after 1 January 2011. This person needs to have passed the Train-the-Trainer or 'CB In-house Trainer Training' exam for the relevant sub-scope and version. Failing the General Regulations or base modules of the exam requires re-attending a GLOBALG.A.P. 'CB In-house Training' course and successfully passing the exam within 6 months. The In-house Trainer shall be available in-house; i.e. not hired occasionally by the CB.
For the Produce Safety Standard, the CB shall nominate an In-House trainer complying with the requirements defined for IFA FV v4. An in-house trainer approved for IFA FV v4 is automatically approved for PSS v4.
- e) to m) Not amended

3.3 CB Certification Data Communication with GLOBALG.A.P

Not amended

3.4 Independence, Impartiality, Confidentiality and Integrity of CB

Not amended

4 PRODUCER REGISTRATION AND ACCEPTANCE

Produce Safety Certification granting procedure must be clearly identified in the CB operational documentation, and must follow the GLOBALG.A.P. General Regulations and this addendum, which must commence with the registration of the applicant producer as a first step.

4.1 General

Not amended

4.2 Producer Registration

Not amended

4.2.1 Registration Data Requirements

Not amended

4.2.2 Data Release Levels

Not amended

4.3 Application and Certification Scope

4.3.1 Produce Safety and Integrated Farm Assurance: Fruit and Vegetables

4.3.1.1 Harvest Exclusion

Not amended.

4.3.2 Integrated Farm Assurance: Aquaculture

Deleted.

5 ASSESSMENT PROCESS

5.1 External Inspections

Not amended.

5.2 Option 1 Producers

Not amended.

5.3 Option 2 Producer Groups and Option 1 Multisites with QMS

5.3.1 External QMS Audits of Option 2 Producers Groups and Option 1 Multisites (with implemented QMS)

Not amended.

5.3.2 External inspection of Option 2 Producer Group Member and Option 1 Multisites with QMS

5.3.2.1 Initial Inspection:

Not amended.

5.3.2.2 Surveillance Producer (Option 2)/PMU (Option 1 Multisite) Inspections:

Not amended.

5.4 Unannounced Surveillance Inspections (Option 1 only) and Audits (QMS only)

Not amended

5.5 Inspection of Produce Handling Sites (Option 2, Fruit and Vegetables, where applicable)

Not amended.

5.6 External Inspections and Audits of Benchmarked Schemes

Deleted.

6 CERTIFICATION PROCESS

6.1 General

Not amended

6.2 Inspection Duration

- a) The inspection report shall include a recording of the inspection duration.
- b) 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 result to the producer right after the inspection has finished.
- c) The GLOBALG.A.P. inspection shall normally not be shorter than 3 hours per legal entity (Option 1 producer). Exceptions to this might be granted in the certification of PSS, case by case by the GLOBALG.A.P. Secretariat after consultation.
- d) The minimum of 3 hours duration shall apply to the most simple circumstances (i.e. one location, one or few crops, simple machinery, few workers, no produce handling, subsequent inspection, documentation is well organized, etc)
- e) Option 2 members might have inspections of shorter time duration depending on the complexity of the farming situation.

6.3 Producer Non-compliance and Sanctions

See also GR Part I. 6.4 Sanctions
Not amended.

6.3.1 Open Non-conformance

- a) The status "Open non-conformance" is set in the database when:
 - (i) A producer or producer group does not comply with 100% Major Must or 95% Minor Must control points within 28 days after an **initial** inspection. If the cause of the warning is not resolved within three (3) months, a complete inspection must be performed before a certificate can be issued.
 - (ii) The CB issues a Letter of Non-compliance.
- b) The status "open non-conformance" cannot be given to producer group members' products.
- c) The Letter of Non-compliance may be given to the producer where the producer cannot comply with certain control points due to reasons beyond their control (e.g. force majeure (natural disaster), local legislation.) In the case a CB issues a Letter of Non-compliance, the GLOBALG.A.P. logo cannot be used and the CB accepts the liability. The Letter of Non-compliance is not meant to replace or avoid sanctioning of the producers.

6.4 Validity of GLOBALG.A.P. Certificate

6.4.1 Paper Certificate Requirements

All certificates issued against the Produce Safety Standard shall use the paper certificate template for PSS.

See also Part I 6.7.

Not amended.

6.4.2 Maintenance of GLOBALG.A.P. Certification

Not amended.

7 TRANSFER BETWEEN CERTIFICATION BODIES

7.1 Introduction

Not amended.

7.2 General Requirements

Not amended

7.3 Transfer of Producers between CBs

Not amended

7.3.1 Producer Transfer

Not amended.

7.3.2 Certificate Transfer

Not amended.

8 CERTIFICATION BODY SANCTIONS

8.1 General Rules

Not amended

8.2 Types of Non-Conformances

Not amended

8.2.1 Contractual Non- conformances

Not amended.

8.2.2 Standard or General Regulations Non-conformances

Not amended.

9 INTEGRITY PROGRAM (IPRO)

Not amended.

The activities of the Integrity Program shall cover also those CBs and organization in relation with the certification of the Produce Safety Standard.

ANNEX III.1: GLOBALG.A.P. CB INSPECTOR QUALIFICATIONS (OPTIONS 1 AND 3)

1. GLOBALG.A.P. Sub-scope Inspector

- a) Inspectors will be able to inspect the Produce Safety Standard on farm level once the CB has verified factual evidence (as described below) of their qualifications and experience.
- b) Deleted.
- c) CB inspectors qualified for IFA FV v4 according to the requirements described in the GLOBALG.A.P. General Regulations, automatically qualify for Produce Safety Standard.

2. Formal Qualifications

- a) At least a post high school diploma or equivalent (minimum course duration of 2 years) in a discipline related to Crops.

3. Technical Skills and Qualifications

3.1 Inspector Training

- a) One-day practical inspection course setting out basic principles of inspection.

3.2 Food Safety, G.A.P. Training and Work Experience

- a) Training in HACCP principles either as part of formal qualifications or by the successful completion of a formal course based on the principles of Codex Alimentarius.
- b) Food hygiene training either as part of formal qualifications or by the successful completion of a formal course.
- c) GLOBALG.A.P. Online Training, with the successful completion of all online tests and its updates within 3 months after its release on the inspector's language. The online training for PSS is the same as for IFA FV v4.
- d) **For Crop Scope:** Plant protection, fertilizer and IPM training either as part of formal qualifications, or by the successful completion of a formal course.
- e) Deleted.
- f) Deleted.

A minimum of 2 years experience gained after finishing post high school studies mentioned in point 2.a and 3 years overall experience in the agricultural industry. The 2 years experience shall involve work in the respective scope and may have been gained simultaneously for more than one scope and/or sub-scope/group according to the below table:

If an inspector has 3 years working experience in:	It is possible to audit/inspect the following sub-scopes/group:
FV	FV, CC, FO, PPM, PSS
PSS	PSS
FO	FO, PPM
CC	CC, PPM, FO
PPM	PPM, FO
Tea	Tea, PPM, FO
Coffee	Coffee, PPM, FO
Ruminants (CS, DY, CYB)	CS, DY, CYB
PG	PG
PY	PY, TY
TY	PY, TY
Finfish	Finfish, Crustaceans, Molluscs
Crustaceans	Finfish, Crustaceans, Molluscs
Molluscs	Molluscs

To audit/inspect an additional specific sub-scope/group within a scope, proof of a formal course of production practices and sub-scope/group specific working experience (i.e.: 1 year working experience or 10 days witness assessments) are required.

The formal courses (mentioned in points a, b, e and f above) can be part of the formal qualifications (degree/diploma) or can be separate courses that were taken by the inspector. The inspector must present proof of qualification. If it was part of the degree/ diploma, it must be in the syllabus of the course. Or, if it was acquired separately, then there must be a separate certificate, which shows that a course that covered these issues was completed (including an exam).

3.3 Communication Skills

Not amended

3.4 Initial Training before Sign-off by the CB

Not amended

- a) The applicant inspector shall observe minimum one Option 1 producer or 1 Option 2 producer group member inspection.
- b) The CB shall witness (as the minimum) one inspection on an Option 1 producer or an Option 2 producer group member by an already qualified inspector or auditor respectively.
- c) For the CB's first inspector the CB's internal procedures apply
- d) Witness and shadow inspections can be done against IFA FV v4 or PSS v4.
- e) Auditors approved for IFA FV v4 can automatically be signed off for PSS v4.

3.5 Maintenance of Competency

- a) The CB must have in place a procedure to ensure that annually every inspector/auditor conducts at least 5 inspections/audits or 10 inspection/audit days, at a number of different producers, against the relevant GLOBALG.A.P. Standard, to maintain scheme knowledge and to stay registered on the GLOBALG.A.P. Database.
- b) Inspections/audits against IFA FV v4 are accepted to maintain the competence for the PSS.
- c) Witness inspections/audits shall also be acceptable to maintain competency.
- d) Exceptions to this rule, e.g., when the CB does not have a total of 5 clients, must be consulted and confirmed in writing beforehand with the GLOBALG.A.P. Secretariat.
- e) The CB shall carry out a GLOBALG.A.P. witness inspection and/or re-inspection for each of its GLOBALG.A.P. inspectors at least once every 4 years to verify competence.
- f) These requirements are not valid for those Scheme Managers who does not carry out inspections.
- g) If it is not possible to maintain competency from one year to the other, 3.4 will apply.

4. Key Tasks

4.1 GLOBALG.A.P. Farm Inspections

Not amended

4.2 General

Not amended

4.3 Independence and Confidentiality

Not amended.

ANNEX III.2: GLOBALG.A.P. CB AUDITOR QUALIFICATIONS (OPTION 1 MULTISITE WITH QMS, OPTIONS 2 AND 4)

1. GLOBALG.A.P. Sub-scope Auditor

- a) Auditors will be able to audit the PSS once the CB has verified factual evidence (as described below) of their qualifications and experience.
- b) Deleted.
- c) CB inspectors qualified for IFA FV v4 according to the requirements described in the GLOBALG.A.P. General Regulations, qualify automatically for Produce Safety Standard.

2. Formal Qualifications

- a) At least a post high school diploma or equivalent (minimum course duration of 2 years) in a discipline related to Crops

3. Technical Skills and Qualifications

3.1 Lead Assessor Training

- a) Practical auditing experience of minimum 10 days in management systems (e.g.: ISO 9000, ISO 14000, ISO 22000, OSHAS 18000), BRC Food, IFS Food, previous GLOBALG.A.P. Option 2 or Option 4, producer group audits of organic growers or others). This does not include witnessing or observing of audits, but includes being witnessed or observed as auditor-in-training.
- b) **Successful completion** of a Lead Assessor training course based on ISO 19011 principles, that must have a minimum duration of 37 hours, and must be externally recognized by the industry. The certificate must specify the course content and duration. Successful completion must be indicated on the certificate.
- c) The Lead Assessor training course must cover: applicable standards on quality auditing, auditing techniques, focus of the audits (psychological aspects and communication) and reporting, and it must also include a practical case study.

3.2 Food Safety, G.A.P. Training and Work Experience

- a) Training in HACCP principles either as part of formal qualifications or by the successful completion of a formal course based on the principles of Codex Alimentarius.
- b) Food hygiene training either as part of formal qualifications or by the successful completion of a formal course for the **Integrated Farm Assurance** Standard.
- c) Deleted.
- d) GLOBALG.A.P. Online Training, with the successful completion of all online tests and its updates within 3 months after its release on the inspector's language. The online training for PSS is the same as for IFA FV v4.
- e) **For Crop Standards:** Plant protection, fertilizer and IPM training either as part of formal qualifications, or by the successful completion of a formal course.
- f) Deleted.
- g) Deleted
- h) Deleted
- i) A minimum of 2 years experience gained after finishing post high school studies mentioned in point 2.a and 3 years overall experience in the agricultural industry. The 2 years experience shall involve work in the respective scope and may have been gained simultaneously for more than one scope and/or sub-scope/group according to the below table:

If an auditor has 3 years working experience in:	It is possible to audit/inspect the following sub-scopes/group:
FV	FV, CC, FO, PPM, PSS;
PSS	PSS
FO	FO, PPM
CC	CC, PPM, FO
PPM	PPM , FO
Tea	Tea, PPM, FO
Coffee	Coffee, PPM, FO
Ruminants (CS, DY,CYB)	CS, DY, CYB
PG	PG
PY	PY, TY
TY	PY, TY
Finfish	Finfish, Crustaceans, Molluscs
Crustaceans	Finfish, Crustaceans, Molluscs
Molluscs	Molluscs

To audit/inspect an additional specific sub-scope/group within a scope, proof of a formal course of production practices and sub-scope/group specific working experience (1 year working experience or 10 days witness assessments) are required.

For CFM, the 3 years (overall) working experience is required in feed, nutrition or food industry.

These formal courses (mentioned in points a, b, c, e, f, g and h above) can be part of the formal qualifications (degree/diploma) or can be separate courses that were taken by the auditor. The auditor must present proof of qualification. If it was part of the degree/ diploma, it must be in the syllabus of the course. Or, if it was acquired separately, then there must be a separate certificate, which shows that a course that covered these issues was completed (including an exam).

3.3 Communication Skills

Not amended

3.4 Initial Training before Sign-off by the CB

- f) The applicant auditor shall observe minimum one Option 1 producer or 1 Option 2 producer group member inspection and 1 Option 2 QMS audit.
- g) The CB shall witness (as the minimum) one inspection on an Option 1 producer or an Option 2 producer group member and 1 QMS audit by an already qualified inspector or auditor respectively.
- h) For the CB's first auditor the CB's internal procedure apply.
- i) The Option 2 auditor shall attend a 'CB Option 2 Auditor Training' and pass the exam for each new standard version.
- j) Witness and shadow inspections can be done against IFA FV v4 or PSS v4
- k) Auditors approved for IFA FV v4 can automatically be signed off for PSS v4.

3.5 Maintenance of Competency

- a) The CB must have in place a procedure to ensure that annually every inspector/auditor conducts at least 5 inspections/audits or 10 inspection/audit days, at a number of different producers, against a GLOBALG.A.P. Standard, to maintain scheme knowledge and to stay registered on the GLOBALG.A.P. Database.
Inspections/audits against IFA FV v4 are accepted to maintain the competence for the PSS.
- b) Witness inspections/audits shall also be acceptable to maintain competency.
- c) Exceptions to this rule, e.g., when the CB does not have a total of 5 clients, must be consulted and confirmed in writing beforehand with the GLOBALG.A.P. Secretariat.

- d) These requirements are not valid for those auditors whose main task it is to be part of the certification body decision-making committee.
- e) The CB shall carry out a GLOBALG.A.P. witness audit and/or re-audit for each of its GLOBALG.A.P. auditors at least once every 4 years to verify competence
- f) If it is not possible to maintain competency from one year to the other, 5.5 will apply.

4. Key Tasks

4.1 GLOBALG.A.P. Producer Group Audits

Not amended

4.2 GLOBALG.A.P. Farm Inspections

Not amended

4.3 General

Not amended

4.4 Independence and Confidentiality

Not amended

ANNEX III.3 GLOBALG.A.P. PRODUCER AND PRODUCT STATUSES

GLOBALG.A.P. defines 2 types of statuses:

1. Producer Statuses (linked to the legal entity of a producer Individually certified or producer group)
2. Product Statuses (linked to the products of a producer or producer group)

In the event that a producer applies for IFA FV v4 and PSS v4 combined certification, the producer and product statuses shall correspond between both certifications.

1. Producer statuses

Not amended.

1.1 Producer Status: “Not confirmed”

Not amended.

1.2 Producer Status: “Registered“

Not amended.

1.3 Producer Status: “CB/PG Accepted“

Not amended.

1.4 Producer Status: “Annulled”

Not amended.

1.5 Producer Status “Cancelled”

Not amended.

2. Product Statuses

Not amended.

2.1 Product Status: “Not confirmed”

Not amended.

2.2 Product Status: "Accepted"

Not amended.

2.3 Product Status “Certified”

Not amended.

2.4 Product Status “Self-declared suspension”

Not amended.

2.5 Product Status: “Product Suspended”

Not amended.

2.6 Product Status: “Open non-conformance”

Not amended.

EDITION UPDATE REGISTER

New document	Replaced document	Date of publication	Description of Modifications
130724_gg_gr_v4_0-2_en	120816_pss_gr_eng_v4_ protected	24 July 2013	1 Introduction – amendment; 5.1.2.1 (ii) c) – modification of wording;

If you want to receive more information on the modifications in this document, please contact the GLOBALG.A.P. Secretariat mailto:translation_support@globalgap.org.

When the changes do not affect the accreditation of the standard, the version will remain “4.0” and edition update shall be indicated with “4.0-x”. When the changes do affect the accreditation of the standard, the version name will change to “4.x”.