



## Standard-Setting Procedure for GLOBALG.A.P. Standards

1	Further Applicable Documents .....	2
2	Objective and Purpose .....	4
3	Involved Parties .....	4
4	New Markets and Scopes: GLOBALG.A.P. Standard Development .....	5
4.1	Evaluation of New Standards/Modules .....	5
4.2	GLOBALG.A.P. Board Approval .....	5
4.3	Public Consultation .....	6
4.4	Feasibility Assessment: Trial Audits .....	6
4.5	Feedback/Comments .....	6
5	Continuous Improvement and Adaption: Revision of GLOBALG.A.P. Standards.....	7
5.1	Consultation .....	7
5.2	Adoption to Local Requirements .....	7
6	Transition periods.....	8
7	Operational Implementation and Communication .....	8
8	Record Keeping and Document Control .....	8
	Annex I: Generic Process Description – Development New GLOBALG.A.P. Standard.....	9
	Annex II: Generic Process Description – GLOBALG.A.P. Standard Update .....	10

### 1 Further Applicable Documents

#### PROCEDURES

**Translation Process**

Internal Document

**Complaint Management Procedure**

Internal Document

**Standard Support Procedure**

Internal Document

#### FORMS

**Trial Audit Report Form**

GLOBALG.A.P. Website Public Consultation or Document Center  
([http://www.globalgap.org/uk\\_en/documents/](http://www.globalgap.org/uk_en/documents/))

#### GUIDELINES

**Standard Development Policy**

GLOBALG.A.P. Website Standard Setting ([http://www.globalgap.org/uk\\_en/what-we-do/globalg.a.p.-certification/standard-setting](http://www.globalgap.org/uk_en/what-we-do/globalg.a.p.-certification/standard-setting))

**Code of Conduct**

GLOBALG.A.P. Website Code of Conduct ([http://www.globalgap.org/uk\\_en/who-we-are/about-us/code-of-conduct/](http://www.globalgap.org/uk_en/who-we-are/about-us/code-of-conduct/))

**Versioning of Standard Documents**

Internal Document

170925\_P\_Standard-Setting\_Procedure\_public\_V3\_en.docx

## INFO, MEMOS

**Document Retention List**  
Internal Document

## TERMS OF REFERENCES

**GLOBALG.A.P. Board**  
GLOBALG.A.P. Website ([http://www.globalgap.org/uk\\_en/who-we-are/governance/board/](http://www.globalgap.org/uk_en/who-we-are/governance/board/))

**Focus Groups**  
Internal Document

**Technical Committees**  
GLOBALG.A.P. Website ([http://www.globalgap.org/uk\\_en/who-we-are/governance/committees/tc-applications-elections/tor\\_tcs/index.html](http://www.globalgap.org/uk_en/who-we-are/governance/committees/tc-applications-elections/tor_tcs/index.html))

**National Technical Working Groups**  
GLOBALG.A.P. Website ([http://www.globalgap.org/uk\\_en/who-we-are/ntwgs/](http://www.globalgap.org/uk_en/who-we-are/ntwgs/))

## PUBLIC DOCUMENTS

ISO Guide 59: Code of Good Practice for Standardization. 1994

ISEAL Code of Good Practice for Setting Social and Environmental Standards.  
Link: <https://www.isealalliance.org/our-work/defining-credibility/codes-of-good-practice/assurance-code>

WTO Agreement on Technical Barriers to Trade (TBT) Agreement. Annex 3: Code of good practice for the preparation, adoption and application of standards.

## 2 Objective and Purpose

The standard-setting procedure defines the responsibilities of the involved (stakeholder) groups and the steps followed when reviewing and revising the existing GLOBALG.A.P. Standards or when developing any new GLOBALG.A.P. Standard.

The procedure shall ensure the credibility of the GLOBALG.A.P. Standards. This means that the values of transparency, participation and fairness are considered in the various processes. It also aims for efficiency, accurateness, suitable measurement and improvement with regards to the respective scopes and targets, which shall be reached when revising or setting the standards.

## 3 Involved Parties

The following groups are involved in the process

### **GLOBALG.A.P. Board:**

The Board members take the decision to develop new standards based on a detailed proposal. They also take the final decision to adopt new or revised standards based on recommendation from the involved Technical Committee(s).

### **Technical Committee:**

The Technical Committee members are responsible for the improvement and maintenance of the GLOBALG.A.P. IFA Standards and the GRASP add-On. They are also responsible for participating in the development and evaluation of new or revised standards.

### **Focus Group:**

GLOBALG.A.P. Focus Groups are set up on demand and after approval by the GLOBALG.A.P. Board. These groups do not have a fixed term as the main topics determine the duration. GLOBALG.A.P. voluntary members as well as non-members may apply for participation in a Focus Group.

### **Certification Body Committee:**

Certification Body Committee members are responsible for providing feedback on auditability as well as facilitate GLOBALG.A.P. implementation and continuous improvement of the standard.

### **National Technical Working Groups:**

Groups that work voluntary at a national level to develop guidelines for local implementation of the standards. These groups may send proposals at any time to the Technical Committees for consideration and the national interpretation guidelines serve as input to all revision work.

**GLOBALG.A.P. Secretariat:**

The Secretariat coordinates and facilitates the work done by the focus groups and technical committees, organizes public consultations and trials, collects feedback and prepares discussions in committees and supports the decision-making by the Board.

**Public:**

The public is invited to send feedback during a defined period of time (public consultation). “Public” refers to all persons (outside of the assigned focus groups and technical committee(s)) who voluntarily submit comments during the public consultation periods.

## 4 New Markets and Scopes: GLOBALG.A.P. Standard Development

New GLOBALG.A.P. Standards and new modules for the Integrated Farm Assurance Standard are developed based on request and feedback from stakeholders, market demand as well as on business targets. A generic process description for the development of a new standard is available in Annex I. However, the concrete and detailed planning when setting a new standard or module shall be done by the project lead when starting,

All GLOBALG.A.P. Standards take relevant regulatory and market needs into account during the development and revision processes.

### 4.1 Evaluation of New Standards/Modules

The development of new standards or modules starts with a first evaluation process and determination of whether the requested product (standard or new module) falls within the GLOBALG.A.P. scope and who the potential customers (retailers as well as producers) will be.

The content and the intended geographic application will be defined as well as the need and market demand for the standard. The impact, e.g. on safety, environment or economic issues is highlighted and assessed. Potential risks and unintended consequences are identified and potential actions suggested.

GLOBALG.A.P. will clearly define target markets and assess the added value of its involvement, also against already existing standards and/or initiatives.

### 4.2 GLOBALG.A.P. Board Approval

After evaluation and cost estimation have been completed, a proposal will be put forward to the GLOBALG.A.P. Board to be approved or rejected. The Board is required to reach consensus before work on a new standard/module will begin. Further details about the decision process are defined in the GLOBALG.A.P. Board Terms of Reference. Basis for the decision is the criteria as laid down in the GLOBALG.A.P. Policy for Standard Development.

Once the standard/module development project is approved, a Focus Group will be established to develop the content. The Terms of Reference for the Focus Group and proposed project will be available and interested parties shall have the opportunity to comment and participate. The Terms of Reference shall include a justification for the need of

the standard and clear objectives to achieve in terms of food safety, environmental and social as well as animal welfare issues and any other aspects in the scope of GLOBALG.A.P.

The Focus Group and Technical Committee(s), as agreed by the Board, shall work and meet based on the approved Terms of Reference. For that purpose, GLOBALG.A.P. prepares technical documents for the discussions.

### 4.3 Public Consultation

The public consultation phase during the development of a standard or module will normally include two rounds of comment submissions by interested parties, each lasting 40 to 60 days. When appropriate justifications are in place, the Board may agree that one round of consultation is sufficient or that three rounds are necessary.

In the case of developing a new standard or module, the first round of public consultation shall be after the initial draft proposal as prepared by GLOBALG.A.P. and/or the Focus Group. The second round will be after the completion of a minimum of two trial audits and/or self-assessments in the field. The second round may be shorter based on an acceptable justification.

### 4.4 Feasibility Assessment: Trial Audits

Trial audits are conducted to review the impact and applicability of a new standard; testing the standard's feasibility and auditability. These trial audits may be replaced or supplemented by detailed self-assessments.

A standardized form summarizing the results of a trial audit shall be made available on the website as part of supporting consultation materials. Trial audits shall, where possible, be conducted prior to the final public consultation opportunity. The reports are collected, stored and reviewed as part of the feedback stage.

### 4.5 Feedback/Comments

All comments shall be processed by the Secretariat and discussed by the respective Technical Committee(s) and/or Focus Group. Evidence on how they were evaluated and incorporated shall be kept. The Secretariat shall prepare feedback to the parties who submitted comments, where appropriate.

When comments/changes/amendments need to be discussed at Focus Group or Technical Committee level to decide whether it must be included or not, consensus should be reached (see Terms of Reference of respective committees regarding decision-taking).

A new standard/module will be published as "Interim Final" on the GLOBALG.A.P. website and available for download at no cost as soon as it has been finally approved by the relevant Technical Committee and formally adopted by the GLOBALG.A.P. Board. This Interim Final document, which is effective from the day of publication, will be open for comments on technical errors during a period of 4 weeks after which it will become the "Final" version.

GLOBALG.A.P. translates all relevant documents of final standards/modules according to demand (see also translation process). Translated documents are available for download on the GLOBALG.A.P. website.

## 5 Continuous Improvement and Adaption: Revision of GLOBALG.A.P. Standards

GLOBALG.A.P. Standards are reviewed on a periodic basis and revised in a timely manner. Proposals for revision submitted e.g. on the website for public consultation or via email by any materially and directly interested person or organization, are given prompt consideration. More details on the continuous standard support are available in the standard support procedure. Feedback on changes for revisions and updates is categorized and followed up accordingly.

### 5.1 Consultation

During the revision period, interested parties will have the opportunity to send their comments during public consultation periods of between 40 to 60 days to the address indicated in the call for comments. The first round of consultation will be of a draft that includes all valuable feedback that has already been collected.

The feedback will be collected in committee meetings in form of meeting minutes and in prepared standard documents for review/discussion. Decisions will be taken or prepared for the Board.

Comments may be submitted at any time at the GLOBALG.A.P. Website. The Secretariat shall prepare feedback to the parties who submitted comments, where appropriate. A summary of how each comment has been addressed during the further processing of the standard/module is available.

Participation in the standard-setting procedure of the GLOBALG.A.P. Standards is open to all parties interested in the subject matter. Balance of interested representatives is established between producers and retail/food service organizations and other stakeholder groups, if applicable.

One of the tasks of the established National Technical Working Groups (NTWG) is to take part in standard development and revision procedures. This is also an opportunity for minority groups to represent their opinion and issues.

### 5.2 Adoption to Local Requirements

Although the compliance criteria set in the GLOBALG.A.P. Standards are clear and restricted to the scope of the standard, they are not prescriptive and are flexible to account for local variation. These variations are proposed by the NTWGs and are, after acceptance by the relevant Sector Committees and approval by the GLOBALG.A.P. Secretariat, published as National Interpretation Guidelines (NIGs) on the GLOBALG.A.P. website for download.



## 6 Transition periods

For any change in the version, transition periods are established and indicated on the relevant documents to allow sufficient time for adaptation to all stakeholders. Normally the transition period for new versions is one year. For minor updates the transition period is minimum 3 months.

## 7 Operational Implementation and Communication

After the finalization of the standard documents all the required changes are reviewed and, if necessary, adopted in the database. For that purpose, the requirements are translated into technical specifications for programming. After the development and testing, the changes are deployed and communicated via the Database Wiki ([wiki.globalgap.org](http://wiki.globalgap.org)) and via separate technical communication to the involved parties (e.g. certification bodies, suppliers and retailers).

Finally, the launch and publication of any new standard or module, new version or update are communicated to all interested and involved stakeholders. The standard documents are available on the website free of charge. Additionally, certification and accreditation bodies can download the technical update information (e.g. Technical News) in the Certification Body Extranet.

## 8 Record Keeping and Document Control

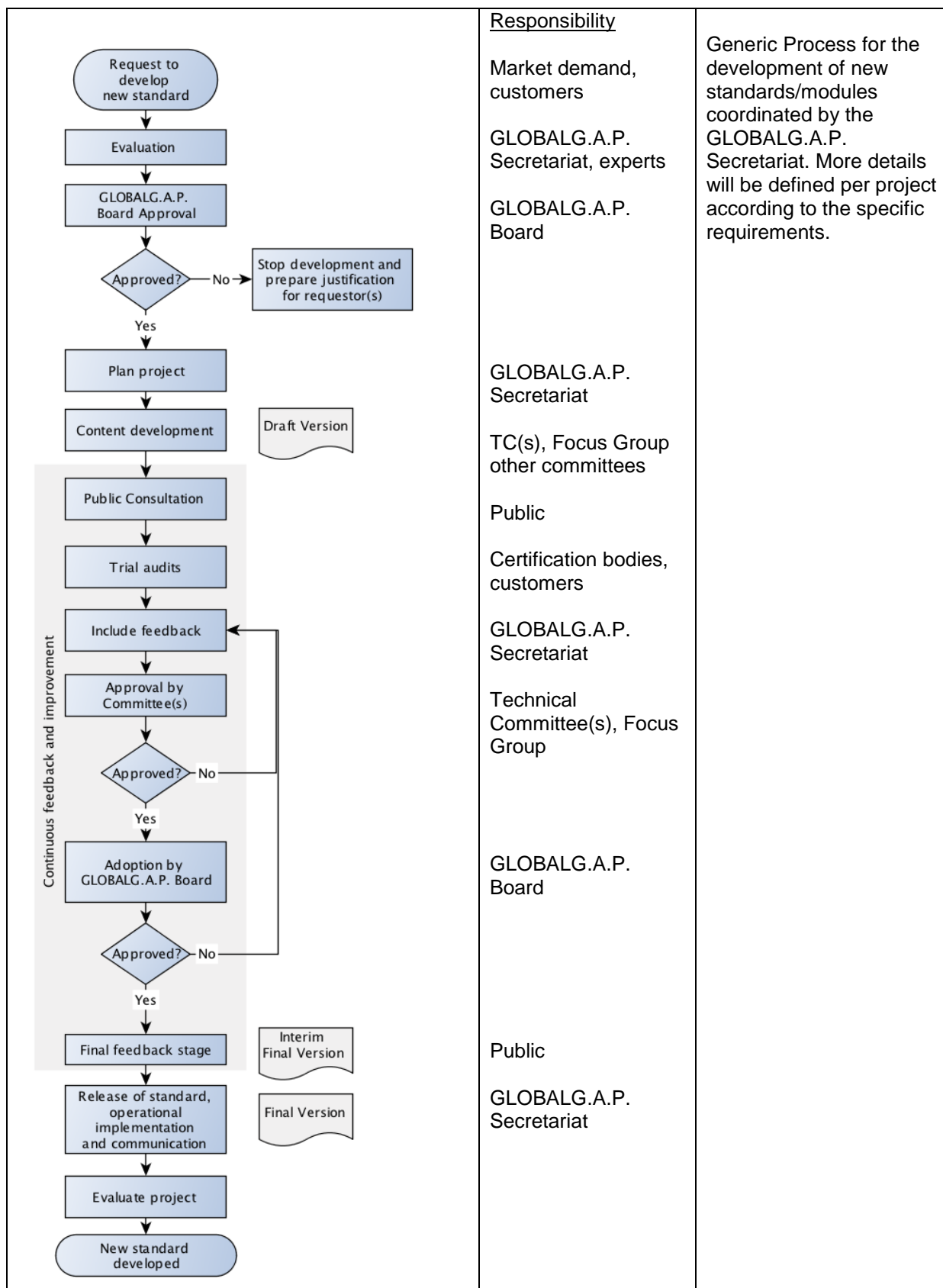
GLOBALG.A.P. maintains a list with all documents and their retention period (see GLOBALG.A.P.'s general document retention list). Standard-related documents are listed there with the necessary details for storage and disposal.

The guideline on the versioning of standard documents includes details on document control and versioning as well as on storage and formatting requirements.

When the changes do not introduce new requirements to the standard, the version will remain e.g. "1.0" and an edition update shall be indicated with "1.0-x". When the changes do affect compliance with the standard, the version name will change to "1.x". A new version e.g.: V2.0, V3., etc., will always affect the accreditation of the standard. Changes are indicated in the Version/Edition Update Registers at the end of each document as well as in separately published Summary of changes documents or documents with traceable changes.

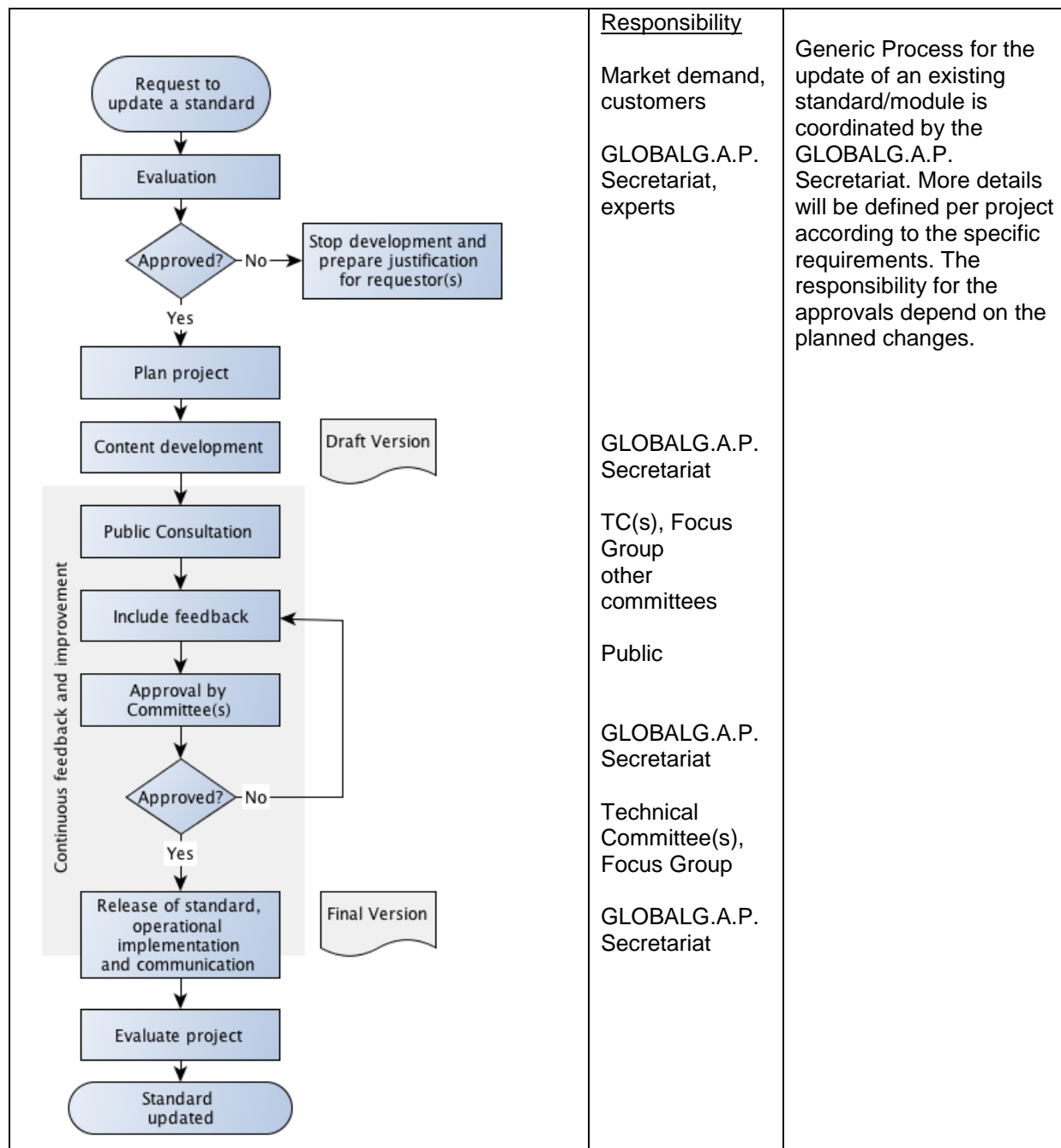


## Annex I: Generic Process Description – Development New GLOBALG.A.P. Standard



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## Annex II: Generic Process Description – GLOBALG.A.P. Standard Update



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