local g.a.p.

General Rules

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1 INTRODUCTION

The localg.a.p. program is a verified capacity building program. The rules described in this document build a framework that enables producers to complete a sub-set of the GLOBALG.A.P. Integrated Farm Assurance (IFA) Standard while being recognized by the market. Therefore, a localg.a.p. program is a cost-effective solution for emerging markets. It helps producers gain gradual recognition by providing an entry level to GLOBALG.A.P. IFA Certification and it helps buyers (processors, retailers, etc.) gain access to safe and sustainably produced agricultural products, build a supplier base for the future, while supporting their regional producers and above all promote Good Agricultural Practices.

A localg.a.p. program is location bound and thus not globally accepted. It may have global customers, but the implementation is on a local level. The reason for this is that every localg.a.p. program may use a different sub-set of criteria from the IFA because of risks associated with a country, region, products or buyer demands. This variability is needed to adapt to the local needs while enhancing capacity; however, this also has the consequence that the localg.a.p. programs are not accredited. Furthermore, localg.a.p programs cannot be benchmarked to claim a level of equivalency against IFA or any other scheme.

There are two possible solutions for a localg.a.p. program:

a) **READY-TO-USE SOLUTION**: The content focuses on food safety and is in line with the Global Food Safety Initiative’s (GFSI) Global Markets Program. **NOTE**: Some scopes e.g. Aquaculture need additional requirements (e.g. environmental) to be able to claim a food safety focus.

b) **FULLY CUSTOMIZED SOLUTION**: The focus of the content it not necessarily only food safety and may be changed to accommodate different demands, e.g. addition of customized add-on criteria, additional levels, adjusted levels or criteria, customized localg.a.p. name, etc.

This document describes the different solutions available as well as the procedure to establish them. Additionally it sets the basic rules for any party seeking verification against any of the two possible solutions of the localg.a.p. program.

**NOTE 1**: In the case of the Ready-to-Use Solution the producer implement the rules as stipulated in this document. Where there are different possibilities within a rule, the producer must always consider the production system and legal structure, to ensure correct implementation. It may also be in some cases that e.g. the market may not allow a particular party to conduct the assessments. It is therefore important that the producer is always familiar with what is allowed by the specific market he/she intends to supply and that the localg.a.p. program is indeed accepted.

**NOTE 2**: Sections marked with a *CCL* indicated in this document indicate that the localg.a.p. Program Owner of a Fully Customized localg.a.p. program has the option to decide how this particular point can be implemented and that it will be described in the Customization Checklist (CCL).

2 DOCUMENTS

2.1 Normative Documents

The following normative documents (and any other documents released as normative) are relevant:

a) **The localg.a.p. Control Points and Compliance Criteria (CPCC)**: Documents that set the compliance requirements for producers.

   Ready-to-Use Solution - The CPCC can be offered in two different levels:

   (i) Foundation Level CPCC - this level represents the most basic level
(ii) Intermediate Level CPCC - more elements are built into this level and is a step closer to the GLOBALG.A.P. IFA certification level

Fully Customized Solution - localg.a.p. Program Owners may alternatively customize the Ready-to-Use CPCC documents and compliance levels, to create normative documents for their Fully Customized localg.a.p. program once approved.

b) The localg.a.p. Checklist: The document is based on the Foundation or Intermediate or Fully Customized CPCC and used for localg.a.p. 2nd or 3rd party assessments and self-assessments.


d) The localg.a.p. General Rules (this document): Defines the framework of how the localg.a.p. assessment process works as well as the requirements for quality management systems and other related issues.

e) The localg.a.p. Customization Checklist: The document that defines the specific rules of the localg.a.p. Program Owner for a Fully Customized localg.a.p. program. This document must be completed by the localg.a.p. Program Owner before the localg.a.p. program is approved and implemented in the specific country. The Customization Checklist must always be read in conjunction with the localg.a.p. General Rules.

Note: This document is not applicable in the case of the Ready-to-Use localg.a.p. program.

2.2 Document Control

a) The latest version of the Ready-to-Use localg.a.p. documents and the Fully Customized localg.a.p. documents for a specific localg.a.p. program (if allowed by the Program Owner) can be downloaded free of charge from the GLOBALG.A.P. website.

b) Language: Original documents are in English. The localg.a.p. documents may be translated into relevant languages. In case of discrepancy between translations, the English version shall prevail.

c) Changes to documents:

1. Normative documents are identified with a unique document code and a version number and date.
2. The date in the version name indicates the date of publication of the document.
3. Version number: A change in the first digit (e.g. change from 1.x to 2.0) indicates a version change. A change in the second digit indicates updates of the same version.
4. Updates may be made independently in the General Rules and CPCC documents.
5. The published updates will be sent to all localg.a.p. verifiers (assessors) as official communications. It is the responsibility of the verifiers to inform their clients of such updates.

3 LOCALG.A.P. PROGRAM PRINCIPLES AND SOLUTIONS

a) The main purpose of localg.a.p. is capacity building. It can therefore be used as a cost-effective stepping stone towards GLOBALG.A.P. IFA certification.

b) However, in some markets, for various reasons, buyers do not necessarily need producers to reach GLOBALG.A.P. IFA certification. In such cases it is up to the specific market or localg.a.p. Program Owner to define the acceptable level that is required as part of a localg.a.p. program.

c) The two different solutions:

(i) localg.a.p. Ready-to-Use Solution
(ii) localg.a.p. Fully Customized Solution differ in terms of set-up and requirements.
3.1 localg.a.p. Ready-to-Use Solution

a) As the name implies, this localg.a.p program is ready to be used.

b) No formal set-up is required and no Program Owner is needed to enable the use of a localg.a.p. program in a specific country. See Annex 1 - Diagram 1: Setting up a Ready-to-Use solution.

c) This concept is based on the rules of the Integrated Farm Assurance (IFA) General Regulations and structure of the IFA CPCCs.

d) The localg.a.p. General Rules, as set by the GLOBALG.A.P. Secretariat, supply the basis for the implementation of a Ready-to-Use localg.a.p. program.

e) There are two levels available for the CPCC of the Ready-to-Use program namely the Foundation Level (lower level) and the Intermediate Level (higher level).

f) The assessment status of producers will only be available to localg.a.p. Observers (retailers, buyers, traders, etc.) that have signed up to support the implementation of localg.a.p. in a certain region.

g) The minimum requirements to set-up a Ready-to-Use localg.a.p. program are:

(i) At least two written Letters of Support from the market place (e.g. buyer/trader) indicating acceptance/ recognition of the localg.a.p. program as a capacity building process for the particular country must be sent to the GLOBALG.A.P. Secretariat. See Annex 2 for a “Letter of Support” template.

(ii) At least one key organization (e.g. industry roleplayer, retailer, trader, processor, buyer, consultancy, etc.) that supports the localg.a.p. program in a particular country, must have, at a minimum, a GLOBALG.A.P. Bookmarking account to follow the progress of the localg.a.p. producers in the GLOBALG.A.P. Database.

(iii) The CB and/or VB that wants to assess producers against localg.a.p. must be formally approved with GLOBALG.A.P. before they may conduct any localg.a.p. assessments.

h) It is the responsibility of the producers to ensure conformance to the minimum requirements of the market they intend to supply.

3.2 localg.a.p. Fully Customized Solution

a) This solution is chosen when a particular market (retailer, buyer, trader, distributor, consultancy, etc.) decides that the Ready-to-Use Solution is NOT the best fit for their region/crop(s)/needs. See Annex 1 - Diagram 2: Setting up a Fully Customized Solution.

b) The customized localg.a.p. program shall have a localg.a.p. Program Owner (see 3.2.1)

c) The following may be customized by the Program Owner:

(i) Changed and/or new rules and/or requirements.

(ii) Addition of extra levels, e.g. an Entry or Basic level.

(iii) Certification Body (CB) or Verification Body (VB) to conduct assessments.

(iv) Any other type of customization to create a specific localg.a.p. program, but as approved by the GLOBALG.A.P. Secretariat.

3.2.1 Requirements for and responsibilities of a localg.a.p. Program Owner

a) To become a localg.a.p. Program Owner for the Fully Customized Solution, applicants must, as a first step, become GLOBALG.A.P. members and ensure that the membership is fully paid and maintained.

b) Cover all the program development cost as agreed upfront with the GLOBALG.A.P. Secretariat.

c) Sign the localg.a.p. Contract and Agreement on Disclosure of the information for GLOBALG.A.P. Database users for authorized database access for localg.a.p. (will be provided by GLOBALG.A.P.).

d) Define and commit to the specific levels and suitable time frame whereby the producers must reach the required end goal. The end goal could be any defined level of localg.a.p. or GLOBALG.A.P. IFA certification.
e) Shall name the localg.a.p. program, but the word “localg.a.p.” must always form part of the name. This will create a unique program that is identifiable in the GLOBALG.A.P. Database and visible on the localg.a.p. Website (if preferred by the Program Owner).

f) Inform producers about implementing the localg.a.p. program.

g) Communicate any updates/changes about the localg.a.p. program to producers and/or assessors (if so described in the contract).

h) Interpret the results as displayed in the GLOBALG.A.P. Database.

i) Inform the GLOBALG.A.P. Secretariat when there are any changes; e.g. contact person details, requirements of the localg.a.p. program, etc.

NOTE: The application forms for GLOBALG.A.P. membership are available on the GLOBALG.A.P. website www.globalgap.org.

3.2.2 Customizing localg.a.p. CPCC Documents and Checklists

a) The localg.a.p. Program Owner customize the CPCC documents and checklists according to its specific needs.

b) If required by the localg.a.p. Program Owner, specific add-ons can also be included. The word “Add-on” indicates that the specific control points with compliance criteria and the rules of that ‘Add-on’ are voluntary, customer-driven, and beyond an existing GLOBALG.A.P. requirement. Such Add-ons may also be applicable at the certification level.

3.2.3 Customizing localg.a.p. General Rules for a localg.a.p. program


b) The localg.a.p. Program Owner shall specify the compliance levels (Foundation and/or Intermediate Levels, or others) that will be used as part of the specific localg.a.p. program, as well as the period of implementation toward GLOGALG.A.P. Certification or the desired localg.a.p. level that must be reached in a specific time frame.

3.3 End goal of a localg.a.p. program

a) The principles of capacity building shall always apply. Therefore producers shall progress from one level to another within defined time frames, e.g. Foundation level to Intermediate Level. A producer cannot go backwards to a lower level or if once on GLOBALG.A.P. IFA certification Level, the producer cannot enter a localg.a.p. level again.

b) The ultimate intention is progression to a certification level. However, when certification level is not the intention, alternative levels can be set as the end goal of the program. This shall be determined by the market or localg.a.p. Program Owner.

c) The following can be acceptable end goal levels:

   (i) Intermediate Level (program stays on assessment level, this is still not at certification level).
   (ii) Product Safety Standard Level (PSS) (certification level, with focus on food safety only).
   (iii) GLOBALG.A.P. IFA level (certification level which covers food safety, worker health and safety and environmental sustainability).
3.4 More than one localg.a.p. program in one country

a) In some countries there might be more than one localg.a.p. program due to the following reasons:
   (i) Different markets with different requirements/rules
   (ii) Different scopes or sub-scopes
   (iii) Different end goal requirements
b) If there are several localg.a.p. programs in one country with the same sub-scope, same CPCCs, but different rules and/or requirements in terms of levels, add-on’s, etc., and the producer supplies to these different markets, it is the responsibility of the producer to register and comply with the localg.a.p. program that has the strictest requirements. The producer must include all observers of data during registration.
c) In case there is more than one localg.a.p. program in one country, but with different product scopes, different rules and/or different checklist requirements, the producer must register and comply with all applicable programs to be able to have market access.

4 PRODUCER APPLICATION OPTIONS

a) To define the term “producer(s)” refer to Annex I.4 GLOBALG.A.P. Definitions.
b) Any producer of primary agricultural products as covered by the current GLOBALG.A.P. Product List may apply for a localg.a.p. Ready-to-Use Program. In case of the Fully Customized Solution, application may depend on the Program Owners approval.
c) Applicants can apply for a localg.a.p. assessment under one of 2 options (individual or producer group), unless the specific localg.a.p. Program Owner (Fully Customized Solution) only accepts one type of option which will be described in the program’s Customization Checklist.
d) The options are based on the constitution of the applicant’s legal entity.
e) Pre-condition for the application is that the producer was not previously GLOBALG.A.P. certified. Producers with a GLOBALG.A.P. Number (GGN) or who have been previously certified against GLOBALG.A.P. may not apply for the localg.a.p. program. NOTE: Exceptions only allowed for Option 2 where a producer is member of two different producer groups for different products, where one group is already on GLOBALG.A.P. level and the other group on localg.a.p. level.

4.1 Option 1 – Individual Producer *CCL

a) An individual producer applies for a localg.a.p. assessment.
b) The individual producer receives a Letter of Conformance once assessed and approved.

4.1.1 Option 1 – Multisite without Implementation of a QMS *CCL

a) An individual producer or one organization owns several production sites that do not function as separate legal entities and there is no implementation of a central QMS.

4.1.2 Option 1 – Multisite with Implementation of a QMS *CCL

a) An individual producer or one organization owns several production sites that do not function as separate legal entities, but where a QMS has been implemented.
b) In this case, similar rules set out in the “GLOBALG.A.P. General Regulations Part II – QMS Rules” must apply.

4.2 Option 2 – Producer Group *CCL

a) A producer group applies for the localg.a.p. assessment.
b) The group, as a legal entity, receives a Letter of Conformance once assessed and approved.
c) A group must have a QMS implemented and comply with rules similar to the rules set out in the “GLOBALG.A.P. General Regulations Part II – QMS Rules”.


5 PRODUCER REGISTRATION PROCESS

5.1 Certification Bodies (CB) / Verification Bodies (VB)

localg.a.p assessments may be carried out by:

1) GLOBALG.A.P. Approved CBs
2) Licensed Farm Assurers as a VB

The applicable market (Ready-to-Use Solution) or localg.a.p. Program Owner (Fully Customized Solution) shall decide whether the localg.a.p. program may be assessed by GLOBALG.A.P. approved CBs, VB, or by both parties.

a) The applicant shall, as a first step, register with a localg.a.p. approved CB or a VB, as allowed by the specific market / or as defined by the Program Owner in the Customization Checklist

b) A VB is a GLOBALG.A.P. licensed Farm Assurer (see definition in Annex I.4 of GLOBALG.A.P. Definitions) that have signed a license agreement with GLOBALG.A.P and acquired the rights from producers to upload and/or register these producer activities in the GLOBALG.A.P Database.

c) The CB / VB is responsible for the registration of the applying producer in the GLOBALG.A.P. Database, data updates and collecting of fees.

d) Information on approved CBs and/or VBs are published on the GLOBALG.A.P. website.

5.2 Registration

5.2.1 General

a) The application must cover at least the information detailed in Annex 3 (localg.a.p. Registration Data Requirements).

By registering, the applicant commits to fulfill the following requirements:

(i) Compliance with the requirements at all times.
(ii) Payment of the established applicable fees.
(iii) Communication of data updates to the CB or VB.
(iv) The terms and conditions stipulated by the Sub-License and Certification Agreement (with the CB) or Verification Body License Agreement (with the VB).

b) This information will be used by GLOBALG.A.P to supply the applicant with a unique localg.a.p. Number (LGN), which will be used as a unique identifier for traceability and all localg.a.p. activities per legal entity. In the case of Option 2, a producer member might supply to two producer groups – one on localg.a.p. level and one on GLOBALG.A.P. level. The producer member will, however, always have ONE number (GGN/LGN) in the GLOBALG.A.P. Database. Searching for this number in the GLOBALG.A.P. Database will show both, the localg.a.p. products and the IFA products.

c) Any objective evidence found that indicates that the applicant has been misusing the localg.a.p. claim shall lead to the exclusion of the applicant from the localg.a.p. program for 12 months after evidence of misuse. In addition, the applicant will be listed, and the list shall be checked before registration in the database. Any case of misuse shall be communicated to the GLOBALG.A.P. members and CBs/VBs.
Confidentiality, data use and data release:

(i) During registration, applicants give permission in writing to GLOBALG.A.P. and the CB/VB to use the registration data for internal processes and sanctioning procedures.

(ii) All data in the GLOBALG.A.P. Database is available to GLOBALG.A.P. and the CB/VB that the producer or producer group is working with, and can be used for internal processes and sanctioning procedures.

(iii) The minimum and obligatory data release level, as well as additional information on confidentiality and data use, is defined by the Data Access Rules and available at www.globalgap.org/documents. If different release levels are required, it must first be approved by the GLOBALG.A.P. Secretariat.

(iv) If an applicant (company, individual producer or member of a group) does not agree to the minimum release, the applicant is not in agreement with the Sub-License and Certification Agreement / Farm Assurer License Agreement and cannot receive a Letter of Conformance.

(v) During registration, the applicant may give written consent to GLOBALG.A.P. to release the registration data to the applicant's specific clients (retailers, food services, etc.). See: Annex 4.

(vi) CBs and VBs may not release any data to any other third party without the written consent of the applicant. In case information, for any reason, is released to 3rd parties that have not signed up as localg.a.p. Observers, the GLOBALG.A.P. Secretariat must be informed.

e) The duration of the service contract is set between the CB / VB and the producer **CCL**. For the Ready-to-Use program it may be valid up to 4 years.

f) An applicant:

(i) May not register the same product with different CBs/VBs.

(ii) May not register the same product under localg.a.p., GLOBALG.A.P. IFA and/or PSS.

(iii) May not register the same product under different options (e.g.: It is not possible to register apples under both Options 1 and 2).

(iv) May register different products with different CBs / VBs and/or different options (e.g.: It is possible to register apples under Option 1 and cherries under Option 2, apples with one CB and cherries with a VB or both crops with the same CB / VB).

(v) May register different products on different levels of localg.a.p. programs of different localg.a.p. Program Owners in one country, e.g. beetroot at Intermediate level of localg.a.p. Program Owner A and potatoes at Foundation level of localg.a.p. Program Owner B in the same country.

(vi) May not register production sites or group members in different countries with any CB / VB.

(vii) May not register for a lower level of localg.a.p. than the previous assessment, e.g. once assessed against the Intermediate level the producer cannot register for a lower level (e.g. Foundation Level the next year for the same product(s).

g) For the registration to be accepted, the applicant must satisfy all of the following conditions:

(i) Submit to the CB / VB the relevant application that shall include all the necessary information. The applicant shall make a formal commitment to comply with the obligations indicated above.

(ii) Sign acceptance of the Sub-License and Certification Agreement with the CB or the Verification Body License Agreement with the VB; OR the applicant shall explicitly
acknowledge the receipt and the inclusion of these agreements by signing the service contract/agreement with the CB / VB. The CB / VB must hand over a copy of the signed service contract/agreement to the producer.

(iii) Be assigned a localg.a.p. Number (LGN), if the applicant does not yet have such a number.

(iv) Pay the registration and the localg.a.p. fee, as specified in the current GLOBALG.A.P. Fee Table. More specific fees for assessment licenses may apply for the different localg.a.p. programs.

h) The registration process must be finalized before the assessment can take place.

i) For first registration: the CB / VB shall confirm the acceptance of the application and provide the applicant with the LGN within 28 calendar days from receiving the completed application.

j) A production site is defined as a production area (e.g. fields, plots, ponds, ranches) that is owned or rented and ultimately managed by one legal entity, and where the same input factors (e.g. water supply, workers, equipment, stores, etc.) are used. One site may contain several non-touching areas (areas that do not share a common border, are non-contiguous) and production of more than one product on the same site is possible. All production sites where the product(s), that are included in the localg.a.p. scope are produced, shall be identified and registered.

Requirements for production sites:

(i) All production sites shall be owned or rented and under the direct control of the legal entity.

(ii) For production sites that are not owned by the legal entity, there shall be a signed document, which includes a clear indication that the site owner does not have any responsibility or input or decision capacity regarding the production operations over the rented-out site. There shall also be written contracts in force between each production site owner and the legal entity that include the following elements:

- Producer/producer member name and legal identification.
- Name and/or legal identification of the site owner.
- Site owner contact address.
- Details of the individual production sites.
- Signature of both parties’ representatives.

(iii) The owner of the Letter of Conformance is legally responsible for all the registered production, including placing the product on the market.

k) A Product Handling Unit (PHU) is defined as facilities where products are handled. If a producer handles products included in the localg.a.p. scope in more than one PHU, all these shall be identified and registered.

5.2.2 Registration with a New CB / VB

a) When a producer that has already been registered changes CB / VB or applies to a new CB / VB for assessment of a different product, the producer must communicate any relevant LGN (or GGN) to the new CB / VB. When the applicant fails to do so and the CB / VB double-registers the applicant, a 100 Euro administration fee for Option 1 and a 500 Euro administration fee for Option 2 applies.

b) Holders of a Letter of Conformance who are sanctioned cannot change CB / VB until the outgoing CB / VB closes the corresponding non-conformance.
c) Individual producer members of a producer group are not allowed to leave the group and register with another group (for the products registered) if there is any pending sanction on the producer issued by the group, or there are any issues relevant to the producer raised by the CB / VB that have not been closed.
d) It is not considered a first assessment when a producer moves from one CB / VB to another CB / VB.

5.2.3 Application and Assessment Scope

The scope of localg.a.p. covers the following:

a) The controlled production process of primary products. It does not cover wild/catch, wild fish/catch or crops harvested in the wild.
b) If there is not yet a Ready-to-Use localg.a.p. program available for a specific GLOBALG.A.P. scope / sub-scope – please contact the GLOBALG.A.P. Secretariat to investigate the possibility of adding a new localg.a.p. program for a specific scope/sub-scope.
c) Only products included in the latest GLOBALG.A.P. Product List, published on the GLOBALG.A.P. website, can be registered for a localg.a.p. assessment. The GLOBALG.A.P. Product List is not limited and can be extended based on demand.
d) Only products that are produced by producers themselves. Producers cannot receive localg.a.p. assessments for the production of products that are not produced by themselves.

5.2.3.1 Scope Specific Rules:

a) Please refer to the IFA Scope Specific Rules (Crops Rules, Livestock Rules, Aquaculture Rules) for specific rules relating to a particular scope. These rules are obligatory for any of the Ready-to-Use localg.a.p. programs.
b) If there are different requirements from the Program Owner in a Fully Customized localg.a.p. program, it shall be indicated in the Customization Checklist.*CCL

6 PRODUCER ASSESSMENT PROCESS

6.1 Self-Assessments

a) Self-assessments are only required where the localg.a.p. program includes this requirement in the CPCC or where the Program Owner specifically requires that the producer shall always perform a self-assessment.*CCL

b) When conducted, the self-assessment shall:
   (i) Cover all registered production sites, products and processes under the localg.a.p. scope to verify compliance with the requirements defined in the applicable control points.
   (ii) Be carried out by or under the responsibility of the producer.
   (iii) Be carried out before the initial evaluation and thereafter at least annually before announced subsequent evaluations against the complete checklist (all levels e.g. Major and Minor Musts and Recommendations or levels as defined by the localg.a.p. Program Owner*CCL) of all relevant scope(s) and sub-scope(s) and registered areas. The completed checklist shall be available on site for review at all times.
   (iv) The self-assessment checklist shall contain comments of the evidences observed for all non-applicable and non-compliant control points.
6.2 The localg.a.p. Assessment

6.2.1 localg.a.p. Assessments *cCL

a) The assessments shall be done by one or more of the following parties as allowed by the market or approved by the localg.a.p. Program Owner *cCL:

(i) CB inspectors or auditors who have already been approved to conduct inspections for accredited standards such as GLOBALG.A.P. IFA *cCL; or

(ii) Inspectors or auditors from GLOBALG.A.P. approved CBs (who conduct inspections against non-accredited standards *cCL; or

(iii) VBs that have been approved to assess the specific localg.a.p. program *cCL.

(iv) The complete checklist of the specific localg.a.p. program shall always be assessed.

(v) The localg.a.p. assessment shall cover:

1) All accepted products and production processes;
2) All registered production sites;
3) Each registered product handling unit;
4) Where relevant, the administrative sites.

b) Independence and impartiality shall be maintained at all times. It is important that the assessor that is conducting the localg.a.p. assessment is always independent, impartial and without any conflict of interest to the producer at any time between the implementation and issuance of the Letter of Conformance, unless required differently by the Program Owner *cCL

6.2.2 Option 1 – Individual Producer (without a QMS)

a) Producer receives an annual announced assessment or at a frequency as determined by the localg.a.p. Program Owner *cCL.

b) The duration of assessments will be part of the agreement with the CB or VBs *cCL.

c) The timing will be set as follow, unless indicated differently by the localg.a.p. Program Owner *cCL:

(i) CROPS: Assessments should preferably be conducted during harvest

(ii) AQUACULTURE: The registered aquaculture species shall be present on the farm at the time of the assessment.

(iii) LIVESTOCK: The registered livestock species shall be present on the farm at the time of the assessment.

d) Before the first assessment, a minimum of 3 months of farming records (relevant to the specific localg.a.p. CPCC document) are required unless otherwise indicated by the Program Owner *cCL.

e) The CB / VB may optionally divide announced assessment (both initial and subsequent) into 2 modules, off-site and on-site, which shall be verified by the same assessor.

If allowed/required, follow the rules of GLOBALG.A.P. General Regulations Part I 5.1.2.1 *cCL

f) Unannounced assessments (optional):

(i) A localg.a.p. program may require that producers receive unannounced assessments. In the case of such a requirement, 10% of the localg.a.p. producers under Option 1 and Option 1 multisite without a QMS of a CB / VB shall be assessed annually, unless otherwise stated by the Program Owner in the localg.a.p. Customization Checklist.

(ii) The assessment shall be announced no longer than 48 hours in advance

(iii) If allowed/required, rules as per GLOBALG.A.P. IFA General Regulations Part I 5.1.2.2 shall be followed. *cCL
6.2.1.2 Option 2 – Producer Group and Option 1 - Individual Producer Multi-site with a QMS

a) This section is applicable to groups and individuals with multiple sites who have implemented a QMS that complies with the requirements set in the GLOBALG.A.P. General Regulations Part II.

b) The CB / VB does not assess all the producers, but only a sample. It is not the responsibility of the CB / VB to determine the compliance of each producer (the responsibility rests with the applicant). The CB / VB must assess whether the applicant's internal control are appropriate.

c) Below is a Summary of assessments to be undertaken before a Letter of Conformance is issued (initial evaluation) and annually thereafter (subsequent evaluation):

<table>
<thead>
<tr>
<th></th>
<th>Initial Evaluations</th>
<th>Subsequent Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internally by the producer group and Option 1 Multisite operation with QMS</td>
<td>1. Internal QMS assessment&lt;br&gt;2. Internal assessment of each registered producer/production site and all product handling units</td>
<td>1. Internal QMS assessment&lt;br&gt;2. Internal assessment of each registered producer/production site and all product handling units</td>
</tr>
<tr>
<td>Externally by the CB/VB</td>
<td><strong>First visit</strong>&lt;br&gt;1. Announced QMS assessment + Square root of the total number of registered central product handling units while in operation.&lt;br&gt;2. Announced assessment of (minimum) square root of registered producer/production sites.&lt;br&gt;<strong>Second visit</strong> (surveillance)&lt;br&gt;3. Surveillance assessment of (minimum) 50% square root of certified producers/production sites.</td>
<td><strong>First visit</strong>&lt;br&gt;1. Announced QMS assessment&lt;br&gt;2.a) If sanction from previous surveillance: assessment of (minimum) square root of actual number of registered producers / production sites; or&lt;br&gt;2.b) If no sanction from previous surveillance: assessment of (minimum) square root of actual number of registered producers/ production sites minus the number of producers/ production sites assessed during the previous surveillance assessment.&lt;br&gt;<strong>Second visit</strong> (surveillance)&lt;br&gt;3. Surveillance assessment of (minimum) 50% square root of the actual number of certified producers/production sites.</td>
</tr>
<tr>
<td>Initial Evaluations</td>
<td>Subsequent Evaluations</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Product Handling assessment externally by the CB/VB</strong></td>
<td>During first or second visit:</td>
<td></td>
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<tr>
<td></td>
<td>If there is only one central product handling facility, it shall be assessed every year while in operation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When there are more than one central product handling facility, the square root of the total number of central product handling units registered shall be assessed while in operation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Where the product handling does not take place centrally, but on the farms of the producer members, this factor shall be taken into account when determining the sample of producers to be assessed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For aquaculture every product handling unit shall always be assessed annually while in operation.</td>
<td></td>
</tr>
<tr>
<td><strong>Unannounced QMS assessments externally by the CB/VB</strong></td>
<td>Additional unannounced QMS assessment of 10% of certificate holders with QMS.</td>
<td></td>
</tr>
</tbody>
</table>

d) The duration of assessments will be part of the agreement with the CB or VB **ccl**.

e) In the case of the Ready-to-Use program, the requirements of the internal assessments, QMS external assessments, external producer group members /production site assessments, sampling method and frequency of assessments shall follow the GLOBALG.A.P. IFA General Regulations.

In the case of the Fully Customized Solution the requirements of the internal assessments, QMS external assessments, external producer group members /production site assessments, sampling method and frequency of assessments shall be agreed with the localg.a.p. Program Owner and defined in the Customization Checklist **ccl**.

f) The timing will be set as follow, unless indicated differently by the localg.a.p. Program Owner **ccl**:

   (i) CROPS: The assessment shall be done as close as possible to harvest of the product(s).

   (ii) AQUACULTURE: The registered aquaculture species shall be present on the farm at the time of the assessment.

   (iii) LIVESTOCK: The registered livestock species shall be present on the farm at the time of the assessment.

g) Unannounced QMS assessments (optional):

   (i) A specific localg.a.p. program may require that producer groups and multisites with QMS receive unannounced QMS assessments. In the case of such a requirement, 10% of the localg.a.p. groups (or Option 1 multisite with QMS) of a CB / VB shall be assessed annually, unless otherwise stated by the localg.a.p. Program Owner in the localg.a.p. Customization Checklist.

   (ii) The assessment shall be announced no longer than 48 hours in advance.

   (iii) If required, rules as per GLOBALG.A.P. IFA General Regulations Part I 5.2.2.2 shall be followed. **ccl**
7 PRODUCER APPROVAL PROCESS

7.1 Requirements to Achieve and Maintain localg.a.p. Conformance

7.1.1 The Ready-to Use Program

a) The CPCC consists of three types of control points: Major Musts, Minor Musts and Recommendations.

b) In order to pass the localg.a.p. assessment the following are required:
   (i) **Major Musts**: 100% compliance with all applicable Major Musts and QMS control points is compulsory
   (ii) **Minor Musts**: 95% compliance with all applicable Minor Must control points are compulsory
   (iii) **Recommendations**: No minimum percentage of compliance is required

c) The compliance percentage shall be calculated taking into account all the control points applicable to each site and product.

d) In all cases, the calculation showing compliance (or non-compliance) must be made available after a localg.a.p. assessment.

e) The CB or VB shall decide on the applicant’s approval within a maximum of 28 calendar days after closure of any outstanding non-conformances.

f) The conformance rules as stipulated in the GLOBALG.A.P. IFA General Regulations shall be applied in the case of a Ready-to-Use localg.a.p. program.

7.1.2 The Fully Customized Solution

a) The localg.a.p. program’s CPCC may consist of different levels, e.g. Knock-Out Points, Major Musts, Minor Musts or Recommendations, or may have a scoring system CCL.

b) For each Fully Customized localg.a.p. program, the Program Owner will decide on the conformance rules based on the constitution of the CPCC, which will be stipulated in the localg.a.p. Customization Checklist CCL.

c) The compliance percentage shall be calculated taking into account all the control points applicable to each site and product.

d) In all cases, the calculation showing compliance (or non-compliance) must be made available after a localg.a.p. assessment.

e) The CB or VB shall decide on the applicant’s approval within a maximum of 28 calendar days after closure of any outstanding non-conformances.

7.2 Sanctions

a) When a non-conformance is detected, a producer will not receive the Letter of Conformance and the status in the GLOBALG.A.P. Database will indicate “Open Non-Conformance” until the non-conformance is closed. Once the non-conformance is resolved, the status in the GLOBALG.A.P. Database will change to “Assessed”.

b) If a non-conformance is detected where a producer already holds a Letter of Conformance, the Letter will be cancelled and the status will be changed to “Suspended”. A new Letter of Conformance may be issued when the non-conformance is closed and the status is changed back to “Assessed”.

c) Outstanding non-conformances identified during the first or subsequent assessment shall be closed within the timeframe agreed with the localg.a.p. Program Owner CCL. In terms of the Ready-to-Use program, the same timeframes as for GLOBALG.A.P. IFA General Regulations apply.

7.2.1 Product Suspension

a) A suspension can be applied to one, several, or all of the products covered by the Letter of Conformance.

b) A product cannot be partially suspended for an individual producer (single or multisite); i.e. the entire product must be suspended.
c) During the period of suspension, the producer will be prohibited from using the localg.a.p. logo/trademark, Letter of Conformance, or any other type of document that is in any way linked to localg.a.p. in relation to the suspended product.

d) If a producer notifies the CB / VB that the non-conformance is resolved before the set period, the respective sanction will be lifted, subject to satisfactory evidence and closing out.

e) If the cause of the suspension is not resolved within the set period, a product cancellation is imposed.

7.2.2 Cancellation

a) A cancellation of the contract shall be issued where:
   (i) The CB/ VB finds evidence of fraud and/or lack of trust to comply with localg.a.p. requirements, or
   (ii) When there is a contractual non-conformance.

b) A cancellation of the contract will result in the total prohibition (all products, all sites) of the use of the localg.a.p. logo/trademark, Letter of Conformance, or any device or document that may be linked to the specific localg.a.p. program.

c) A producer that has received a cancellation shall not be accepted for 12 months after the date of cancellation.

7.3 Notification and Appeals

a) The producer must either resolve the non-conformances communicated or appeal to the CB / VB in writing against the non-conformances, explaining the reasons for the appeal.

7.4 Sanctioning of Certification Bodies/ Verification Bodies (VBs)

a) GLOBALG.A.P. reserves the right to sanction CBs / VBs based on evidence of not following procedures or clauses of the Certification and License Agreement/Farm Assurer Agreement signed between GLOBALG.A.P. and the CB / VB.

7.5 Letter of Conformance and Assessment Cycle

a) A Letter of Conformance can only be issued to the applicant legal entity.

b) The name of the trader could optionally be mentioned on the Letter of Conformance only with the following disclaimer: “Can be exclusively be traded through XYZ”.

c) A Letter of Conformance is not transferable from one legal entity to another when production sites change legal entity. The rules of a subsequent assessment shall be followed. The new legal entity shall receive a new LGN.

d) The assessment approval cycle is 12 months subject to any sanctions and extensions in accordance with the scope described as per the GLOBALG.A.P. IFA General Regulations. It may be different if the localg.a.p. Program Owner propose alternative rules on validity, extensions or sanctions and shall indicate this in the Customization Checklist*CCCL.

e) The assessor that did the assessment cannot issue the Letter of Conformance – there must always be an independed review by the CB / VB.

7.5.1 Letter of Conformance Information

a) The Letter of Conformance issued by a CB / VB must conform to the available template (Annex 5). The format may be different but it shall include the same information.

b) The scope of the localg.a.p. assessment shall be clearly defined in the Letter of Conformance.

c) Date of Approval: Date when the CB/ VB decides on the applicant’s approval after all non-conformances are closed out.
d) Valid from:
   (i) Initial Assessment: The initial date of validity will be the date when the CB/VB decides on the applicant’s approval (e.g. 8 July 2018 = Date of Approval).
   (ii) Subsequent Assessments: The “valid from” date for subsequent Letters of Conformance issued shall always revert to the “valid from” date in the original Letter of Conformance (e.g. 8 July 2018, 8 July 2019, etc.), except when the approval decision is made after the expiration of the previous Letter of Conformance. In this case, the “valid from” date must coincide with the date of approval (e.g. previous Letter of Conformance “valid to” date; e.g. expiration date: 7 July 2018; Date of approval: 25 July 2018; “Valid from” date 25 July 2018; “Valid to” date: 7 July 2019).

7.5.2 Maintenance of Letter of Conformance

   a) The registration of the producer and the proposed products must be re-confirmed with the CB / VB annually before the expiry date.

7.6 Progressing from localg.a.p. to GLOBALG.A.P.

   a) When a producer reaches GLOBALG.A.P. IFA certification, it is important that the same auditor/inspector (assessor in terms of localg.a.p.), who did the localg.a.p. assessment, cannot conduct the GLOBALG.A.P. IFA certification inspections.

7.7 Certification Integrity Program *CCL

   a) The option of adding the Certification Integrity Program to the localg.a.p. system shall be set by the localg.a.p. Program Owner*CCL and agreed by GLOBALG.A.P.
   b) This is optional in the case of the Ready-to-Use program.
   c) Additional cost may apply.

8 CB AND LICENSED FARM ASSURER (VB) REGISTRATION RULES FOR THE LOCALG.A.P. PROGRAM

Depending on who will conduct the localg.a.p. assessments, the following registration rules for the CB / VB for the particular localg.a.p. program shall apply (See Annex 1 – Diagram 3 as well):

8.1 GLOBALG.A.P. Finally Approved CBs

   a) In the case where a GLOBALG.A.P. finally approved CB uses inspectors/auditors who are already qualified for GLOBALG.A.P. IFA, these auditors/inspectors (assessors in terms of localg.a.p.) will be authorized to carry out localg.a.p. assessments for the respective scope. A list of approved assessors for the localg.a.p. program shall be registered in the GLOBALG.A.P Database for the specific localg.a.p. program.
   b) In the case where the inspectors/auditors are NOT qualified for GLOBALG.A.P. IFA, the CB needs to assess the compliance of those inspector/auditors (assessors in terms of localg.a.p.) against the localg.a.p. qualification requirements as specified by the localg.a.p. Program Owner in the localg.a.p. Customization Checklist CCL. However, for the Ready-to-Use program, as a minimum, these inspectors/auditors (assessors) must comply with Farm Assurer qualifications. The CB must first evaluate and internally record evidence of their compliance before they will be allowed to carry out any localg.a.p. assessments. GLOBALG.A.P. reserves the right to ask for these records.
   c) In order to form part of the localg.a.p. program, the GLOBALG.A.P. finally approved CB:
      (i) Must submit a localg.a.p. Letter of Intent to the GLOBALG.A.P. Secretariat (see Annex 6).
      (ii) Must pay an annual Certification Body License Fee (Scope Extension) according to the GLOBALG.A.P. Fee Table. The scope extension fee for the CB is only charged once for the first localg.a.p. program and includes all other localg.a.p. program scope extensions in any country.
(iii) May follow a **GLOBALG.A.P. Database training** for producer localg.a.p. registration and checklist uploading.

(iv) **Register the names of the inspectors (assessors)**, that will conduct the localg.a.p. assessments, in the GLOBALG.A.P. Database.

(v) The CB shall also take into consideration the clause on **Liability** of the latest GLOBALG.A.P. License and Certification Agreement (LCA) and provide sufficient evidence, where applicable.

### 8.2 Licensed Farm Assurers (Verification Bodies)

a) Licenced Farm Assurers may conduct localg.a.p. assessments only if they are successfully approved by GLOBALG.A.P. as VBs.

b) To become a VB, applicants must first follow the Farm Assurer application process, be successfully approved by GLOBALG.A.P. and pay the relevant Farm Assurer Fees as per latest GLOBALG.A.P. Fee Table.

c) The Licenced Farm Assurer then applies to be approved as a VB whereby the next steps are required:

   (i) Submit a **localg.a.p. Letter of Intent** to the GLOBALG.A.P. Secretariat (see Annex 6).

   (ii) Follow a GLOBALG.A.P. Database training for producer registration and checklist uploading.

   (iii) **Register the names of the Farm Assurers** that will conduct the localg.a.p. assessments, in the GLOBALG.A.P. Database.

   (iv) The VB shall take into consideration the clause on **Liability** of the latest GLOBALG.A.P. License and Certification Agreement (LCA) and provide sufficient evidence, where applicable.

   (v) **Scope Extension Fee** for VBs is included in annual Farm Assurer Licence Fee.

   d) In all cases, the CB or the VB shall assign a contact person for the localg.a.p. program. If an in-house trainer is assigned to train new inspectors (assessors) or VBs for the localg.a.p. program, this shall be communicated to the GLOBALG.A.P. Secretariat.

### 9 ABBREVIATIONS

<table>
<thead>
<tr>
<th>CB</th>
<th>Certification Body/Crops Base in IFA</th>
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<tbody>
<tr>
<td>CC</td>
<td>Compliance Criteria</td>
</tr>
<tr>
<td>CIPRO</td>
<td>Certification Integrity Program</td>
</tr>
<tr>
<td>*CCL</td>
<td>Customization Checklist</td>
</tr>
<tr>
<td>CL</td>
<td>Checklist</td>
</tr>
<tr>
<td>CP</td>
<td>Control Point</td>
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<tr>
<td>CPCC</td>
<td>Control Points and Compliance Criteria</td>
</tr>
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<td>GGN</td>
<td>GLOBALG.A.P. Number</td>
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<tr>
<td>GR</td>
<td>General Regulations</td>
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<tr>
<td>HACCP</td>
<td>Hazard Analysis &amp; Critical Control Points</td>
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<tr>
<td>IFA</td>
<td>Integrated Farm Assurance</td>
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<td>LGN</td>
<td>localg.a.p. Number</td>
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<tr>
<td>PHU</td>
<td>Product Handling Unit</td>
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<tr>
<td>PSS</td>
<td>Produce Safety Standard</td>
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<tr>
<td>QMS</td>
<td>Quality Management System</td>
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<tr>
<td>VB</td>
<td>Verification Body</td>
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</table>
ANNEX 1: PROCESS FLOWS OF SETTING UP LOCALG.A.P. PROGRAMS

Diagram 1: Steps for Ready-to-Use localg.a.p. Program

1. Download Ready-to-Use localg.a.p. documents from GLOBALG.A.P. Website
2. Confirm market acceptance of program
3. Contact and register with localg.a.p. approved CB/VB
4. localg.a.p. assessment
5. Progress to required end goal

1. Accept Ready-to-Use localg.a.p. program
2. Letter(s) of Support of localg.a.p. program to GLOBALG.A.P.
3. Contact GLOBALG.A.P. to apply for Bookmarking Account
4. Follow progress of producers in the GLOBALG.A.P. Database

GLOBALG.A.P.

Certification Body

Verification Body
Diagram 2: Steps for Fully Customized localg.a.p. Program

Market (retailer, buyer, distributor, consultancy, manufacturer, etc.) wants to create own localg.a.p. program e.g. add-on, additional rules/requirements etc.

A localg.a.p. Program Owner is required

A. Initial Communication

1. Interested Market contact GLOBALG.A.P. for more background

2. GLOBALG.A.P. sends proposal to potential localg.a.p. Program Owner

B. Program Owner accepts proposal

Step 1: GLOBALG.A.P. Membership application and payment

Step 2: Complete localg.a.p. Questionnaire

Step 3: Sign Contracts and Agreements with GLOBALG.A.P.


Step 5: Database Set-up

Step 6: Upload localg.a.p. program on GLOBALG.A.P. Website

C. Certification Body / Verification Body approval

1. See Diagram 3 for application steps

2. If the Program Owner requires additional rules for CBs/VBs, the CV/VB shall ensure they comply to these rules.

3. Program Owner decides who conducts the assessments (CB/VB/both)
Diagram 3: CV/VB localg.a.p. approval

**Certification Body**
1. Market / Program Owner acceptance
2. Complete Letter of Intent
4. Register localg.a.p. assessors (inspectors/auditors) in GLOBALG.A.P. Database
5. Register producers in GLOBALG.A.P. Database
6. Assessment process

**Verification Body**
1. Market / Program Owner acceptance
2. Licensed as a Farm Assurer
3. Complete Letter of Intent
4. Register localg.a.p. assessors in GLOBALG.A.P. Database
5. Register producers in GLOBALG.A.P. Database
6. Assessment process

**PRODUCER**
ANNEX 2: EXAMPLE OF LETTER OF SUPPORT OF LOCALG.A.P. PROGRAM

NOTE 1: This letter is to be preferably completed by those parties that will accept the localg.a.p. program e.g. retailers, buyers, etc.

NOTE 2: Letter to be written on official letter head of company

localg.a.p. LETTER OF SUPPORT

Date: ______________________________

Attention: GLOBALG.A.P. Administration for localg.a.p. Programs

RE: Letter of Support of the localg.a.p. program in [COUNTRY]

We, [COMPANY NAME], hereby supports the following localg.a.p. program:

Name of localg.a.p. Program: ______________________________________________________

whereby producers are introduced to the basic principles of Good Agricultural Practices and specifically for the implementation of basic food safety* principles.

We, [COMPANY NAME] will accept localg.a.p. assessments that are done by the following parties (tick appropriate block(s)):

☐ Finally approved GLOBALG.A.P. Certification Body
☐ Verification Body

Contact Information:
Name & Position of Company Representative: __________________________________________
Office Number: _________________________________________________________________
Mobile Number: _________________________________________________________________
Email: _________________________________________________________________
Company Postal Address: _________________________________________________________
Company Physical Address ________________________________________________________

_________________________________________ _________________________________
Name - Company Representative Signature - Company Representative

Company Stamp (where available)

*Other scopes may need additional requirements to have a food safety focus
ANNEX 3: LOCALG.A.P. REGISTRATION DATA REQUIREMENTS

1 TYPES OF MASTER DATA REQUIRED

The CB / VB shall record the following data and the GLOBALG.A.P. Database needs to be updated accordingly (as required in the current database manual).

1.1 Company and location information
1.2 Production Sites / Produce Handling Unit information
1.3 Product information
1.4 Assessment / Checklist Report

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

1.1 Company Information of Legal Entity

The following information regarding the company (producer group, producer as individual Letter of Conformance holder, or producer member in a producer group) is necessary in order to supply each producer in the system with a unique localg.a.p. Number (LGN).

a) 1.1.1 Company
   (i) Company name
   (ii) Contact details: street address or information available to describe producer location
   (iii) Contact details: postal address
   (iv) Postal code or zip code
   (v) City
   (vi) State or province
   (vii) Country
   (viii) Phone number (if available)
   (ix) Fax number (if available)
   (x) Email address (if available)
   (xi) GLN (if available)
   (xii) Legal registration by country if requested by National Interpretation Guidelines. This number is only used for internal verification to avoid double registration (e.g., tax number, VAT number, producer number etc.)
   (xiii) Previous localg.a.p. Number (LGN), or GLOBALG.A.P. Number (GGN) (GGN only applies in those cases as mentioned in clause 5.2.1 b. of this document).
   (xiv) Northern/Southern latitude and Eastern/Western longitude or other form of geospatial coordinate information as defined and requested by GLOBALG.A.P. The minimum input accuracy level shall be +/-10 m. If the producer decides to display this information, the display accuracy level will be 10 m for market participants and 1,000 m for the public.
b) 1.1.2 Contact Person (Responsible for Legal Entity)  
This is the information required about the person in the company who is legally responsible for the legal entity.

(i) Title
(ii) First name
(iii) Last name
(iv) Phone number (if available)
(v) Fax number (if available)
(vi) Email address (if available)

1.2 Information regarding Production Sites / Produce Handling Units
The following information regarding the production sites or Product Handling Units (PHU) of the company (legal entity) to be assessed, is necessary. This information is obligatory in the case of a Letter of Conformance for multisites. The PHU is obligatory for product handling operations performed under the ownership of the registered producer.

a) 1.2.1 Production sites and/or PHU

(i) Company name of produce handling facility (if sub-contracted) / name of production site
(ii) Contact details: Street address or information available to describe production site / product handling unit location
(iii) Contact details: Postal address
(iv) Postal Code or zip code
(v) City
(vi) Country
(vii) Phone number (if available)
(viii) Fax number (if available)
(ix) Email address (if available)
(x) Northern/Southern latitude and Eastern/Western longitude or other form of geospatial coordinate information at field/facility level is obligatory, when available. The minimum input accuracy level shall be +/- 10 m. If the producer decides to display this information to market participants and the public, the display accuracy level will be 10 m.
(xi) Products produced in each production site or handled in each PHU, as soon as available in the GLOBALG.A.P. Database.
(xii) Voluntary: Sub-GLNs (if available)

1.3 Product Information
This information provides more details on the product(s) to be assessed and shall be used to invoice the producer. This information must be updated if there are any changes detected during the external assessments.

a) Product(s)
b) Sub-contracted activities
c) Quantity information (based on requirements as explained in fee table)
   (i) Crops: Annual area under production (ha), voluntary: estimated yield (tons) per product. The producer registration fee is based on the production area registered in the GLOBALG.A.P. Database, separated into two categories: covered and non-covered crops. For perennial crops, the area covered by the registration fee is the area in production, i.e. juvenile, non-producing fruit trees are not subject to any fee. Likewise, in case of ornamentals like Christmas trees, the registration fee only applies to the area to be harvested during the year of validity of the Letter of Conformance. In order to maintain information about the whole area under cultivation, the area in production and to be harvested shall be registered as “First Harvest”, and the non-harvestable area as “Further Harvest”.
   (ii) Livestock: Annual quantity of production (live weight in metric tons) per product.
   (iii) Aquaculture: Annual quantity of production (tonnage) to be registered in the database per product shall be the maximum estimated metric tons of live weight at point of harvest on the farm for the first audit and the real metric tons of live weight at point of harvest on the farm for the previous 12 months, from the 2nd audit onwards. Estimated numbers of organisms shall be registered for broodstock/seedlings. In case the aquaculture Letter of Conformance includes product handling, the annual quantity of estimated output (metric tons) shall be registered for the first audit and from the 2nd audit onwards, annual quantity of real output (metric tons) shall be registered.
   (iv) Compound Feed Manufacturing: Annual quantity of production (tons).

d) Option (1 or 2 per product).

e) CBs / VBs to be used per product.

f) Countries of destination (it is possible to declare a group of countries e.g. European Union).

g) Additional product information e.g. score of Major Musts and Minor Musts (in %) and the date of the first assessment per product.
   Fully Customized Solutions may require additional product information that shall be defined in the specific normative documents, if applicable.

h) For Fruit and Vegetables: Exclusion of harvest when not applicable per product.

i) For Fruit and Vegetables: Exclusion of produce handling when not applicable per product.

1.4 Assessment /Checklist Report

a) This information provides more details on the assessment/checklist report linked to the Letter of Conformance.

b) Minimum information required to be included as part of the assessment / checklist report:
   (i) Product(s)
   (ii) CB/VB Name
   (iii) Assessor Name
   (iv) Producer Name
   (v) Option
   (vi) Assessment report (including checklist data or summary of findings)
   (vii) Name of the localg.a.p. program (if Fully Customized Solution)
   (viii) Score/outcome
   (ix) localg.a.p. Level
   (x) Date of first localg.a.p. assessment
NOTE:

1) The assessment/checklist report must be uploaded in the GLOBALG.A.P. Database by the CB/VB. The format can be .xls or .xlsx or pdf. The assessment/checklist report shall also be password protected.

2) In terms of the Fully Customized Solution, the localg.a.p. Program Owner can decide if the assessment/checklist report is to be uploaded or not.

3) The assessment/checklist report is visible to everyone who has access to the producer and product data of that localg.a.p. program.
ANNEX 4: DATA ACCESS RIGHTS

These are the GLOBALG.A.P. Database Access Rights as set for the localg.a.p. program (Foundation and Intermediate Level) based on the localg.a.p. registration data requirements as defined in Annex 3 above. More details e.g. on the definition of the general data access groups (e.g. GLOBALG.A.P. Staff, certification bodies/verification bodies) are available in the GLOBALG.A.P. Data Access Rules. The localg.a.p. programs are not visible to the public, but only to specific data access groups.

Data Access Group "localg.a.p. Observer":

Observers groups do have specific, extended access rights to the data. The basic settings for localg.a.p. Observers are defined in the tables below. Where a localg.a.p. program is owned by a localg.a.p. Program Owner this owner is by default the only localg.a.p. Observer, however the localg.a.p. Program Owner can give access to other organizations/companies as localg.a.p. Observer after having informed the participating producers accordingly. For the Ready-to-Use program the localg.a.p. Observer are all companies that belong to the group Market Participant as defined in GLOBALG.A.P. Data Access Rules.

The data access rights may be modified, if requested by the localg.a.p. Program Owner, but are default settings for the Ready-to-Use program. It applies to both producers and producer groups.

\[ x = \text{marks that this data is visible to users assigned to the respective data access group.} \]

**PRODUCER/COMPANY DATA**

<table>
<thead>
<tr>
<th>Data Access Groups and public</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBALG.A.P. Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Data Access</th>
<th>Data Access</th>
<th>Data Access</th>
<th>Data Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Company address 1)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Company city</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company country</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Company contact information 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGN / GLN</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Previous LGN / GGN</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal registration per country</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Location 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB registration number 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person (responsible for legal entity)</th>
<th>Data Access</th>
<th>Data Access</th>
<th>Data Access</th>
<th>Data Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name 5)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Contact information 2)</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>PHU / site information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of product handling facility (PHU) / site</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHU / site address 6)</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
### Product Data Access

<table>
<thead>
<tr>
<th>Data Access Groups and Public</th>
<th>GLOBALG.A.P. Staff</th>
<th>Certification Body, Verification Body</th>
<th>localg.a.p Observer</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHU / Site contact information</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sub-GLN(s)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Products per PHU / site</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

1. Company address includes: street address (or information available to describe the producer/company location), postal address, postal code, federal state.
2. Contact information includes (if available): phone number, fax number, email address.
3. Location includes: Northern/Southern latitude + Western/Eastern longitude.
4. Number assigned by the Certification Body (CB) to the producer.
5. Contact name includes: title, first name and last name.
6. PHU / site contact address includes: street address (or information available to describe the site / PHU location), postal address, postal code, city, and country.

### Product Data

<table>
<thead>
<tr>
<th>Data access groups and public</th>
<th>GLOBALG.A.P. Staff</th>
<th>Certification Body, Verification Body</th>
<th>localg.a.p Observer</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Product status</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Assessment option</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>For producer groups: Number of group members</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Conformance validity date</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Certification / Verification body</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>GLOBALG.A.P. certificate number</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Countries of destination</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Quantity data</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Product attributes</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Checklist result</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
1) Product attributes are additional information linked to a product in an active status. Product attributes of localg.a.p.: Score of Major Musts and Minor Musts (in 5), the date of the first assessment per product, for fruit and vegetables additionally: exclusion/inclusion of harvest, exclusion/inclusion of produce handling.

2) Assessment report details (checklist) linked to the assessment.
ANNEX 5: LETTER OF CONFORMANCE TEMPLATE

CB / VB Logo

LGN:

Registration Number of producer / producer group (from CB / VB) xxxxxx

LETTER OF CONFORMANCE

According to localg.a.p. [PROGRAM NAME] General Rules Version x.0

Option X

Issued to

Producer Group / Producer
Company name, Address

Country of Production

The Annex contains details of the producers and production sites / product handling units included in the scope of this letter of conformance.

The certification body/verification body [Company Name] declares that the production of the products mentioned on this statement has been found to be compliant in accordance with the program:

Control Points and Compliance Criteria

[Foundation / Intermediate] Level Version x.0

<table>
<thead>
<tr>
<th>Product</th>
<th>Further columns scope, sub-scope or product specific (description see below)</th>
<th>Nr of Producers / production sites</th>
</tr>
</thead>
</table>

Date of Issue (printing date): xx/xx/xxxx

Valid from: xx/xx/xxxx

Valid to: xx/xx/xxxx

The current status of this statement can be viewed by the Program Owner in the GLOBALG.A.P. Database

Authorized by

__________________________

Date of Approval Decision: xx/xx/xxxx

CB/VB Contact Data

Company Name, Address (incl. Email)
ANNEX for LGN xxxxxxxxxxxxxxxxx

Date of Issue: xx/xx/xxxx

Producer Group Members (Option 2)

<table>
<thead>
<tr>
<th>LGN</th>
<th>Producer name and Address</th>
<th>Products</th>
<th>Product Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Production Sites (Option 1)

<table>
<thead>
<tr>
<th>Site Name and Address</th>
<th>Product(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Product Handling Units (PHUs)

<table>
<thead>
<tr>
<th>LGN</th>
<th>PHU name and Address</th>
<th>Product(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes
The Letter of Conformance shall be in English. A second language may be added in the Letter of Conformance.


2. The localg.a.p. Number (LGN) shall appear on all Letters of Conformance. In case a holder of the Letter of Conformance owns a Global Location Number (GLN), this number shall replace the LGN. The “GLN” may be used instead of the “LGN”.

3. Optional: The registration number of a producer or producer group, which is assigned by the CB or VB may appear on all Letters of Conformance. It consists of the term “CB-Short” and a number (with exactly one space character in between, CB-Short xxxxxxxxxxxx).

4. The localg.a.p. logo shall be added.

5. localg.a.p. program and version. Always indicate the exact Version (e.g.: 2.0_Nov2015)
Options shall always appear on the Letter of Conformance as follows:

“Option 1 - individual producer”,
“Option 1 - individual multisite producer”,
“Option 1 - individual multisite producer with QMS”,
“Option 2 - producer group”.

Name of the holder of the Letter of Conformance (legal entity) and the address shall be printed on the Letter of Conformance. The address includes that of the legal entity and of the production site. If these are different, and there is only one site, the site address can be included on the Letter of Conformance or in the annex. In case of multisite producers, the addresses of the registered production sites shall be listed in the annex.

The country of production shall appear on all Letters of Conformance.

Applicable only if any of the following is true:

a) The holder of the Letter of Conformance is a producer group (Option 2). All producer group members shall be listed in the annex.

b) Product handling* or packing is included in the scope of the Letter of Conformance. If the address is different, all product packing and handling unit(s) shall be listed in the annex.

c) The Letter of Conformance refers to a multisite (Option 1). All sites of the multisite operation shall be listed in the annex (see 28).

* Product Handling definition:
Product Handling: Any handling of products done post-harvest, where the product may have physical contact with other materials or substances. For the Fruit and Vegetables sub-scope it includes storage, chemical treatment, trimming, washing, etc., but it excludes product processing. For the Aquaculture sub-scope, it includes processing as described in the relevant CPCC (keeping with ice, stunning, bleeding, degutting, filleting, re-packing, freezing, cooking, etc.).

Product(s) shall always be listed according to the GLOBALG.A.P. Product List. More detailed information may be included in brackets, Mushrooms (Oyster Mushroom)

The columns and corresponding attributes linked to the products in the table are scope, sub-scope or product specific.
### For Crops:

<table>
<thead>
<tr>
<th>Product</th>
<th>Harvest included</th>
<th>Product handling included</th>
<th>Number of producers/production sites</th>
</tr>
</thead>
</table>

**Notes:**

Harvest included: If produce handling is included, this data field (column) can be omitted. Note: If harvest is excluded, product handling is not applicable for the given product.

Product handling: Enter “no” in case no product handling is included. If product handling is included, indicate whether it takes place in-field (“in-field”) or in a facility (“facility”) or both (“in-field + facility”).

Quantity (voluntary): Area (in ha) *may* be included per product. In case quantity (in ha) is displayed, “non-covered” and “covered” shall be segregated.

### For Livestock products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Number of producers/production sites</th>
<th>Live weight (in metric tons)</th>
</tr>
</thead>
</table>

Quantity (voluntary): Metric tons (live weight, except for Dairy) *may* be included in Letter of Conformance.
For Aquaculture products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Scientific name</th>
<th>Broodstock purchased</th>
<th>Seedlings purchased</th>
<th>Product handling</th>
<th>GFSI recognized (post-farm) certificate at the time of the assessment?</th>
<th>Number of producers/production</th>
</tr>
</thead>
</table>

**Notes:**

- **Scientific name:** The scientific name shall be listed according to the GLOBALG.A.P. product list.
- **Broodstock purchased:** enter yes/no.
- **Seedlings purchased:** enter yes/no.
- **Product handling:** Enter yes or no. If post-harvest activity takes place at an address that differs from the production site it shall be listed in the annex.
- **GFSI recognized (post-farm) certificate at the time of the assessment?** Where product handling is applicable, enter Yes (if the company has a valid GFSI recognized post farm certificate) or No (if the company has no valid GFSI recognized post farm certificate). Where product handling is not applicable, this column shall be deleted. (Refer to AB 15.7.1).

13 In the case of producer groups (Option 2), enter the number of approved producers, which are listed in the annex. In case of multisite producers (Options 1), enter the number of registered production sites, which are listed in the annex.

14 **Date of issue** is the printing date of the Letter of Conformance. It shall be added to the first page of the Letter of Conformance and to the annex to connect each other. This date may instead be included in the footer of each page of the Letter of Conformance and annex.

15 The Letter of Conformance “valid from” date defines the beginning of a localg.a.p. cycle.

16 The Letter of Conformance “valid to” date is the expiry date of the Letter of Conformance.

17 The first and the last name of the person who has authorized the Letter of Conformance, written in block letters. This person shall sign the Letter of Conformance.

18 **“Date of Approval Decision”** shall appear on all Letters of Conformance. It is the date when the Approval Decision is made.

19 This note shall be added to all Letters of Conformance to point out that only a validation in the GLOBALG.A.P. Database proves the current status of the certificate.

20 **CB / VB contact data (company name, address, email)** shall appear on all Letters of Conformance.

21 **Page numbering** shall be included (Page x of y) to show total number of pages.

22 The annex (incl. the LGN of the holder of the Letter of Conformance) shall be added, if applicable.

23 In case of Option 2, all approved members of the producer group shall be listed in a table per product.

24 All approved members of the producer groups (Option 2) are different legal entities and receive a LGN, which shall appear in the table. They may have an own GLN instead of the GGN.
Name and address of the approved producer group members shall be printed on the Letter of Conformance.

Products approved per producer member, production site or PHU.

Indicate the product for which the producer member carries out product handling (“Yes”) and does not carry out product handling (“No”).

In case of multisite Option 1, all registered sites shall be listed.

Name and address of the production sites shall be listed.

In case of product handling, all registered PHUs shall be listed.

In case the PHU has an own LGN/GLN, it shall be listed.

Name and address of the PHUs shall be listed unless the address is the same as that of the production site.
ANNEX 6: EXAMPLE OF A LOCALG.A.P. LETTER OF INTENT

(NOTE: This Letter of Intent must be completed by any CB / VB that wants to conduct localg.a.p. assessments).

Applicant Company’s
localg.a.p. Letter of Intent

Date: ______________________

Attention: GLOBALG.A.P. CB Administration

RE: Letter of Intent Regarding Participation in the:
[Ready-to-Use localg.a.p. Program] or [localg.a.p. PROGRAM NAME (applicable to the Fully Customized Solution)].

Please accept the intention of [COMPANY NAME] to participate in the localg.a.p. program in the following country(ies): [list COUNTRY(ies)].

1. We hereby commit to paying all fees as per the GLOBALG.A.P. Fee Table on time.
2. We are a: [Choose applicable one]
   1. GLOBALG.A.P. Approved Certification Body
   2. GLOBALG.A.P. Licensed Farm Assurer [LICENSE NUMBER].

We appoint Mr./Mrs./Ms./Dr.__________________ as the Internal Trainer (if applicable) for the above mentioned localg.a.p. program(s).

We appoint Mr./Mrs./Ms./Dr.__________________ as the Contact Person for the above mentioned localg.a.p. program(s).

The contact details of the contact person is as follow:
Phone Number (If available):
Mobile Number (if available):
E-mail (if available):

3. Please find attached the list of the names of the assessors approved to perform the assessments (with the relevant qualification records in the case of licensed Farm Assurers).

Kind regards
[Signature]

[LAST NAME, FIRST NAME and TITLE]
ANNEX 7: RULES FOR USE OF LOCALG.A.P. TRADEMARK AND LOGO

GLOBALG.A.P. is the owner of the localg.a.p. trademarks and the localg.a.p. logo collectively with the GLOBALG.A.P. Trademark (The word “GLOBALG.A.P.”, the GLOBALG.A.P. logo and its “G”-shape logo).

The CB / VB is expected to verify the correct use of the localg.a.p. trademark on farms at all times. Infringement of these rules by suppliers could lead to sanctions.

1 localg.a.p. Trademark
(i) The localg.a.p. trademark shall never appear on the product, consumer packaging of the product, or at the point of sale where in direct connection to single products.
(ii) Producers may only use the localg.a.p. trademarks on pallets that only contain localg.a.p. products and that will NOT appear at the point of sale.
(iii) localg.a.p. assessed producers may use the localg.a.p. trademark in business-to-business communication and for traceability, segregation or identification purposes on site at the production location.
(iv) GLOBALG.A.P. Retailer, Associate and Supplier Members who are supporters of the localg.a.p. program may use the localg.a.p. trademark in promotional print-outs, flyers, hardware and electronic displays (not directly linked to certified products) and in business-to-business communication.
(v) GLOBALG.A.P. approved CB / VBs may use the localg.a.p. trademark in promotional material directly linked to their localg.a.p. activities in business-to-business communication, and on the localg.a.p. Letters of Conformance they issue.
(vi) The localg.a.p. trademark shall never be used on promotional items, apparel items or accessories of any kind, bags of any kind, or personal care items, or in connection with retail store services.
(vii) In all cases, the rules for the use of the localg.a.p. trademark apply as defined in GLOBALG.A.P. General Regulations IFA V5 Part I, Annex I.1.

2 Specifications
The localg.a.p. logo must always be obtained from the GLOBALG.A.P. Secretariat. This ensures that it consists of the exact corporate identity color and format. The producer may not alter, modify or distort the localg.a.p. logo in any way.

3 localg.a.p. Number (LGN)
(i) The localg.a.p. Number (LGN) is a 13-digit numeric identification code, not including the localg.a.p. trademark, and is unique to each and every producer and producer group in the GLOBALG.A.P. System. For this number, GLOBALG.A.P. uses existing Global Location Numbers (GLN) issued and purchased from the local GS1 organization (www.gs1.org) or alternatively—in its absence—GLOBALG.A.P. assigns its own interim GLN. The LGN indicates participation within a localg.a.p. program. As soon as a product is GLOBALG.A.P. certified the name will change to GGN. The numeric digits for the GGN will remain identical to the LGN linked to the legal identity.
(ii) The LGN issued by GLOBALG.A.P. shall only be used in connection with the localg.a.p. System. It is prohibited to use it in any other context or in relation to third parties.
(iii) Where producers have their own GLN, this number replaces the LGN.

4 localg.a.p. Program Owner Logo
The localg.a.p. Program Owner (Fully Customized Solution) may display its own company logo on the cover page of the specific Customization Checklist. However, this must be confirmed with the GLOBALG.A.P. Secretariat as part of the contract.