



GLOBALG.A.P.



HARMONIZED PRODUCE SAFETY STANDARD (HPSS)

GENERAL REGULATIONS
ADDENDUM TO GLOBALG.A.P. GENERAL REGULATIONS

ENGLISH VERSION 1.1-2

VALID FROM: 18 SEPTEMBER 2019
OBLIGATORY FROM: 18 DECEMBER 2019

TABLE OF CONTENTS

GENERAL REGULATIONS PART I – GENERAL REQUIREMENTS	6
1 INTRODUCTION	6
2 NORMATIVE DOCUMENTS	6
2.1 DOCUMENT CONTROL.....	7
3 CERTIFICATION OPTIONS	7
3.1 OPTION 1 – INDIVIDUAL CERTIFICATION	7
3.2 OPTION 2 (SEE GLOBALG.A.P. GENERAL REGULATIONS PART II FOR QMS REQUIREMENTS).....	7
3.3 BENCHMARKED SCHEMES	7
4 REGISTRATION PROCESS	7
4.1 CERTIFICATION BODIES.....	7
4.2 REGISTRATION	7
4.3 APPLICATION AND CERTIFICATION SCOPE	8
5 ASSESSMENT PROCESS	9
5.1 OPTION 1 – SINGLE SITES AND MULTISITES WITHOUT QMS	10
5.2 OPTION 2 AND OPTION 1 MULTISITE WITH QMS	11
5.3 INSPECTION TIMING	11
6 CERTIFICATION PROCESS	12
6.1 NON-COMPLIANCE AND NON-CONFORMANCE	12
6.2 REQUIREMENTS TO ACHIEVE AND MAINTAIN GLOBALG.A.P. CERTIFICATION ..	12
6.3 CERTIFICATION DECISION	12
6.4 SANCTIONS	12
6.5 NOTIFICATION AND APPEALS.....	13
6.6 SANCTIONING OF CERTIFICATION BODIES.....	13
6.7 GLOBALG.A.P. CERTIFICATE AND CERTIFICATION CYCLE	13
7 FARM ASSURERS	13
8 ACRONYMS AND REFERENCES	13
8.1 ACRONYMS	13
8.2 REFERENCE DOCUMENTS.....	13
ANNEX I.1 RULES FOR USE OF GLOBALG.A.P. TRADEMARK AND LOGO	14
1 GLOBALG.A.P. TRADEMARK AND QR CODE LOGO	14
2 SPECIFICATIONS	14
3 HPSS GLOBALG.A.P. NUMBER (HPSS-GGN)	14
4 THE GGN CERTIFIED PRODUCT LABEL	14
5 PRODUCE GAPS HARMONIZATION INITIATIVE LOGO	15



ANNEX I.2 GLOBALG.A.P. REGISTRATION DATA REQUIREMENTS.....16

1 TYPES OF MASTER DATA REQUIRED16

1.1 COMPANY INFORMATION OF LEGAL ENTITY16

1.2 INFORMATION REGARDING PRODUCTION SITE/PRODUCT HANDLING UNITS ...16

1.3 PRODUCT INFORMATION16

ANNEX I.3 GLOBALG.A.P. HPSS PAPER CERTIFICATE TEMPLATE1

ANNEX I.4 GLOBALG.A.P. DEFINITIONS24

GENERAL REGULATIONS PART II – RULES FOR OPTION 2 AND OPTION 1 MULTISITES WITH QMS.....25

1 - 12 25

ANNEX II.1 INTERNAL AUDITOR AND INSPECTOR QUALIFICATIONS AND RESPONSIBILITIES.....25

ANNEX II.2 FLEXIBLE DISTRIBUTION RULE TO ACCOMPANY THE QUALITY MANAGEMENT SYSTEM IN THE INTEGRATED FARM ASSURANCE STANDARD FRUIT & VEGETABLES.....25

GENERAL REGULATIONS PART III – CERTIFICATION BODY AND ACCREDITATION RULES26

1 LICENSE AND CERTIFICATION AGREEMENT.....26

2 CERTIFICATION BODY APPROVAL PROCESS26

2.1 CB APPROVAL BY GLOBALG.A.P.....26

2.2 EXTENSION OF SCOPES, SUB-SCOPES AND APPROVED MODIFIED CHECKLISTS AND BENCHMARKED SCHEMES.....27

2.3 ACCREDITATION BODY REQUIREMENTS27

2.4 TERMINATION OF APPROVAL.....27

3 OPERATIONAL REQUIREMENTS.....27

3.1 GENERAL REQUIREMENTS.....27

3.2 TRAINING AND QUALIFICATION OF STAFF27

3.3 CB CERTIFICATION DATA COMMUNICATION WITH GLOBALG.A.P.28

3.4 INDEPENDENCE, IMPARTIALITY, CONFIDENTIALITY AND INTEGRITY OF CB28

4 PRODUCER REGISTRATION AND ACCEPTANCE28

4.1 GENERAL.....28

4.2 PRODUCER REGISTRATION28

5 ASSESSMENT PROCESS.....28

5.1 OPTION 1 PRODUCERS28

5.2 ANNOUNCED INSPECTIONS28

5.3 UNANNOUNCED REWARD PROGRAM.....29

5.4 OPTION 2 PRODUCER GROUPS AND OPTION 1 MULTISITES WITH QMS.....29

5.5 UNANNOUNCED INSPECTIONS (OPTION 1 ONLY) AND AUDITS (QMS ONLY)30

5.6	INSPECTION OF PRODUCE HANDLING UNITS (OPTION 2 AND OPTION 1 MULTISITES WITH QMS)	30
5.7	EXTERNAL INSPECTIONS AND AUDITS OF APPROVED MODIFIED CHECKLISTS (AMC) /EQUIVALENT SCHEMES	30
6	CERTIFICATION PROCESS.....	30
6.1	GENERAL	30
6.2	INSPECTION DURATION	31
6.3	PRODUCER NON-COMPLIANCE AND SANCTIONS.....	31
6.4	PAPER CERTIFICATE REQUIREMENTS	31
7	TRANSFER BETWEEN CERTIFICATION BODIES.....	31
8	CERTIFICATION BODY SANCTIONS.....	32
8.1	GENERAL RULES	32
8.2	TYPES OF NON-CONFORMANCES	32
9	INTEGRITY PROGRAM (IPRO).....	32
ANNEX III.1 GLOBALG.A.P. CB INSPECTOR QUALIFICATIONS (OPTION 1)		32
1	GLOBALG.A.P. INSPECTOR	32
2	FORMAL QUALIFICATIONS AND WORK EXPERIENCE	32
3	TECHNICAL SKILLS AND QUALIFICATIONS	33
3.1	INSPECTOR TRAINING	33
3.2	FOOD SAFETY, G.A.P. TRAINING AND WORK EXPERIENCE	33
3.3	COMMUNICATION SKILLS.....	33
3.4	INITIAL TRAINING BEFORE SIGN-OFF BY THE CB	33
3.5	MAINTENANCE OF COMPETENCY	34
3.6	ROTATION OF THE INSPECTOR	34
4	KEY TASKS.....	34
4.1	GLOBALG.A.P. FARM INSPECTIONS	34
4.2	GENERAL	34
4.3	INDEPENDENCE AND CONFIDENTIALITY.....	34
ANNEX III.2 GLOBALG.A.P. CB AUDITOR QUALIFICATIONS (OPTION 1 MULTISITE WITH QMS, OPTION 2).....		34
1	GLOBALG.A.P. AUDITOR.....	34
2	FORMAL QUALIFICATIONS AND WORK EXPERIENCE	34
3	TECHNICAL SKILLS AND QUALIFICATIONS	35
3.1	LEAD ASSESSOR TRAINING.....	35
3.2	FOOD SAFETY, G.A.P. TRAINING AND WORK EXPERIENCE	35
3.3	COMMUNICATION SKILLS.....	35
3.4	INITIAL TRAINING BEFORE SIGN-OFF BY THE CB	36



3.5	MAINTENANCE OF COMPETENCY	36
3.6	ROTATION OF THE AUDITOR	36
4	KEY TASKS.....	36
4.1	GLOBALG.A.P. QMS AUDITS.....	36
4.2	GLOBALG.A.P. FARM INSPECTIONS	36
4.3	GENERAL	36
4.4	INDEPENDENCE AND CONFIDENTIALITY	36

GENERAL REGULATIONS PART I – GENERAL REQUIREMENTS

1 INTRODUCTION

This addendum applies to the Harmonized Produce Safety Standard (HPSS) V1.1-2. The following requirements have been taken from the GLOBALG.A.P. General Regulations (GR) V5 and amended. These amended requirements shall replace the specified requirements laid out in the GLOBALG.A.P. GR V5 document. All non-amended clauses of the GLOBALG.A.P. GR V5 still apply. Updates of GLOBALG.A.P. General Regulations may occur and latest editions of the Standard Documents are available on the GLOBALG.A.P. website.

The **scope** of the HPSS covers the production of all products listed as fruit and vegetables in the GLOBALG.A.P. Product List. The standard is based on and includes all control points of the Produce GAP Harmonization Initiative’s Field Operations and Harvesting Food Safety Standard and Post-Harvest Operations Harmonized Food Safety Standard V1.1 (Produce GAPs Harmonized Standards), for which United Fresh Produce Association (United Fresh) serves as Secretariat.

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

As the HPSS requires producers to assess risks associated with various elements of their operation, the entire standard serves as an exercise in hazard analysis. For this reason, a separate requirement for structured stand-alone HACCP documentation and program implementation would be unduly redundant. The structure of this standard reflects the best practices and recognized measures described in the Codex Alimentarius Principles of HACCP, applicable content of which may be found in the online Food and Agriculture Organization document entitled Hazard Analysis and Critical Control Point (HACCP) System AND Guidelines for Its Application.

The term “shall” is used throughout this document to indicate those requirements which are mandatory.

2 NORMATIVE DOCUMENTS

The following normative documents (and any other documents released as normative) are relevant to all applicants and HPSS certificate holders:

- a) GLOBALG.A.P. Sublicense and Certification Agreement: *Contract between the CB and the producer. Sets legal framework in order to be granted the GLOBALG.A.P. Certification.*
- b) GLOBALG.A.P. License and Certification Agreement: *Contract between the CB and FoodPLUS.*
- c) HPSS Control Points and Compliance Criteria (CPCC): *Document that sets the compliance requirements for producers.*
- d) HPSS Checklist: *Document used for all inspections and self-assessments.*
- e) GLOBALG.A.P. QMS Checklist – for Producer Groups and Multisites with QMS: *Document used for all audits to quality management systems.*
- f) GLOBALG.A.P. General Regulations and its addendum for the HPSS (this document): *Document defines how the certification process works as well as the requirements for quality management systems and related issues.*
- g) *Technical news and normative update issued by the GLOBALG.A.P. Secretariat and published on the GLOBALG.A.P. website.*

2.1 Document Control

Not amended

3 CERTIFICATION OPTIONS

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

3.1 Option 1 – Individual Certification

Not amended

3.1.1 Option 1 – Multisite without Implementation of a QMS

Not amended

3.1.2 Option 1 – Multisite with Implementation of a QMS (see GLOBALG.A.P. General Regulations Part II)

Not amended

3.2 Option 2 (see GLOBALG.A.P. General Regulations Part II for QMS requirements)

Not amended

3.3 Benchmarked Schemes

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

4 REGISTRATION PROCESS

4.1 Certification Bodies

Not amended

4.2 Registration

4.2.1 General

- a) Not amended
- b) The information is used by GLOBALG.A.P. to supply the applicant with a unique GLOBALG.A.P. Number (HPSS-GGN), which is used as unique identifier for all GLOBALG.A.P. activities.
- c) Not amended
- d) Not amended
- e) Not amended
- f) An applicant:
 - (i) May not register the same product with different CBs.
 - (ii) May not register the same product with different certification options (e.g.: It is not possible to register apples under both Options 1 and 2).
 - (iii) May register different products with different CBs and/or different certification options (e.g.: It is possible to register apples under Option 1 and cherries under Option 2, apples with one CB and cherries with another CB or both crops with the same CB.)

- (iv) May not register production sites or group members in different countries with any CB. The GLOBALG.A.P. Secretariat may grant exceptions on a case-by-case basis or within national interpretation guidelines.
- (v) May register for certification of the GLOBALG.A.P. IFA V5 and HPSS V1.1 for the same product, but only with the same CB.
- (vi) May register for IFA for some of its products and for HPSS for others.
- (vii) Not applicable.
- g) Not amended
- h) Not amended
- i) Not amended
- j) Not amended
- k) Not amended
- l) An individual producer or a producer group member is not allowed to register a given product partially under HPSS and partially under another GLOBALG.A.P. standard (e.g. IFA). It is however possible that a given product is registered for both HPSS and IFA.

4.2.2 Registration with a new CB

- a) If a producer who has already been registered changes CB or applies to a new CB for certification of a different product, the producer shall communicate the GGN and/or HPSS-GGN assigned by GLOBALG.A.P. to the new CB. Failure to do so will result in a surcharge of the registration fee of EURO 100 to an Option 1 producer and EURO 500 to an Option 2 producer group.
- b) Not amended
- c) Not amended

4.3 Application and Certification Scope

4.3.1 Standards covered by HPSS Certification:

The scope of the certification covers the following:

- a) The controlled production process of primary products. It does not cover crops harvested in the wild.
- b) Only fruits and vegetables covered by the GLOBALG.A.P. Product List, published on the GLOBALG.A.P. website, can be registered for certification.
- c) Not amended

The Harmonized Produce Safety Standard covers the relevant food safety elements of the controlled production process of produce.

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

4.3.2.1 Definitions

Parallel Production (PP):

Parallel Production is a situation where individual producers, producer members or producer groups produce the same product partly as HPSS certified, partly as IFA (or another GLOBALG.A.P. standard) certified or partly as non-certified.

It is not possible for an individual producer or producer group member to certify a given product partially under HPSS and partially under another GLOBALG.A.P. standard (e.g. IFA). It is however possible that a given product is certified against both HPSS and IFA.

It is considered PP if not all the members of a producer group, producing a product that is registered for certification, are included in the scope of the certificate.

Furthermore, it is also considered as PP if some members of a producer group produce a product

under HPSS and some other members produce the same product under IFA (or another GLOBALG.A.P. standard).

Example: A producer group grows apples. Some members have certified apples under HPSS and some other members have certified apples under IFA.

It is not PP where a producer produces one product as HPSS certified, another product as IFA certified and another product as non-certified (e.g. apples HPSS certified, cherries IFA certified and pears non-certified).

Parallel Ownership (PO):

Parallel Ownership is a situation where individual producers, producer members or producer groups buy non-HPSS certified products of the same products they grow under certified production.

Example 1: A producer grows HPSS certified apples and buys non-certified apples from other producer(s).

Example 2: A producer grows HPSS certified apples and buys IFA-certified apples from other producer(s).

It is not considered PO if:

- A producer/producer group buys additional HPSS certified products from another HPSS certified producer(s)
- An HPSS certified producer handles products for non-certified producers as a subcontractor, i.e. the HPSS certified producer does not buy the non-certified products.

4.3.2.2 Registration

Not amended.

4.3.2.2.1 Registration steps

Not amended.

4.3.2.3 Identification of producers registered for PP/PO

Not amended. (Wherever GGN is mentioned, read as HPSS-GGN).

4.3.2.4 Additional Requirements for producers with PP/PO

Not amended.

4.3.3 Burden of Proof

Not amended

5 ASSESSMENT PROCESS

In order to achieve certification, a registered party shall perform either a self-assessment (Option 1 and Option 1 Multisite without QMS) or internal inspections/audits (Option 1 Multisite with QMS and Option 2) and receive inspections/audits by the chosen Certification Body.

During any of these assessments, except the self-assessments, comments shall be supplied for all control points.

5.1 Option 1 – Single Sites and Multisites without QMS

Not amended

5.1.1 Self-Assessments

- a) The self-assessments shall:
 - (i) Not amended
 - (ii) Not amended
 - (iii) Be carried out before the initial inspection and thereafter at least annually before announced subsequent inspections against the complete checklist for all registered areas. The completed checklist shall be available on site for a review at all times.
 - (iv) Not amended

5.1.2 Certification Body inspections

- a) These inspections (announced and unannounced) shall be carried out by a CB inspector or auditor (see CB inspector and auditor requirements in Part III)
 - (i) The CB shall inspect the complete checklist.
 - (ii) Not amended

5.1.2.1 Announced inspections

Each producer shall undergo one announced CB inspection at the initial assessment and thereafter once per annum.

- (i) The CB may divide announced inspections (both initial and subsequent) into 2 modules, which shall be verified by the same auditor/inspector:
 Off-site module: This consists of a desk review of documentation sent by the producer to the CB before the inspection, including the self-assessment, risk assessments, procedures required in several CPCCs, analysis program (frequency, parameters, locations), analysis reports, licenses, list of plant protection products used, proof of lab accreditation, certificates or inspection reports of subcontracted activities, plant protection products/fertilizers application records, etc. The off-site module review has to be conducted no more than 2 weeks before the on-site module inspection.
- (ii) On-site module: This consists of an on-site inspection of the remaining content of the checklist, the production process on-site, and verification of the information assessed off-site.

The reason why two modules are used is to reduce the time spent on-site, although the overall duration of the inspection is not reduced.

The CB decides if it will offer the off-site module to its clients. In case the CB offers the off-site module to its clients, the use is to be mutually agreed with each producer.

The producer has the right not to send certain requested documents to the CB if they are considered to be confidential. In this case the information will have to be present during the on-site inspection.

(See also off-site module description in General Regulations Part III).

5.1.2.2 Unannounced inspections

- (i) Not amended
- (ii) The CB shall inspect the complete checklist. Any non-conformances will be handled in the same way as those found during an announced inspection.
- (iii) Not amended

5.1.2.3 Unannounced Reward Program

Not amended

5.2 Option 2 and Option 1 Multisite with QMS

Not amended

5.2.1 Internal Assessments

Not amended

5.2.2 Certification Body Quality Management System (QMS) Audit

Not amended

5.2.2.1 QMS Announced Audits

The CB shall carry out one announced audit of the QMS at the initial assessment and thereafter once per annum.

The CB may divide the announced audits into two modules, which shall be verified by the same auditor:

- (i) Off-site module: This consists of a desk review of documentation sent by the QMS to the CB before the audit, including internal audit, internal register of approved producer members/production sites, risk assessments, procedures required in General Regulations Part II, Residue Monitoring System (frequency, parameters, sampling program), residue analysis reports, licenses, list of plant protection products used, proof of lab accreditation and certificates or inspection reports of subcontracted activities, etc.
- (ii) On-site module: This consists of an on-site audit of the remaining content of the QMS checklist, plus the verification of the information assessed off-site and the way the management system works on-site (e.g. internal inspections, traceability, segregation and mass balance, central product handling units, etc.).

The aim of the use of both modules is to reduce the time spent on-site, although the overall duration of the audit will not be reduced.

The CB decides if it will offer the off-site module to its clients. In case the CB offers the off-site module to its clients, the use has to be mutually agreed with each producer group/company.

The producer group/company has the right not to send certain requested documents to the CB if they are considered to be confidential. In this case the information will have to be present during the on-site audit.

(See also off-site module description in General Regulations Part III).

5.2.2.2 QMS Unannounced Audits

Not amended

5.2.3 Certification Body Producer/Production Site Inspections

- a) Not amended
- b) The CB shall inspect the complete checklist during ALL inspections.
- c) to e) Not amended

5.3 Inspection timing

5.3.1 Initial (First) Inspections

Not amended

5.3.2 Subsequent Inspections

Not amended

6 CERTIFICATION PROCESS

6.1 Non-compliance and non-conformance

- a) **Non-compliance (of a control point):** An HPSS Control Point in the checklist is not fulfilled according to the Compliance Criteria
- b) **Non-conformance (of the GLOBALG.A.P. certification rules):**
A GLOBALG.A.P. rule that is necessary for obtaining the certificate (see 6.2) is infringed (e.g. non-compliance with one or more Major Musts)
- c) **Contractual Non-Conformances:**
Not amended

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

Control Points and Compliance Criteria are all Major Musts. To obtain GLOBALG.A.P. Certification the producer must comply with 100% of the control points and where applicable with 100% of the QMS control points.

The producer shall comply with the agreements signed (GLOBALG.A.P. Sublicense agreement and CB service agreement in their current version) and with the requirements defined in the General Regulations in their current version.

6.2.1 Minor Must Compliance Calculation

Not applicable

6.2.2 Applicable Control Points

- a) The control points to be taken into consideration to calculate the percentage of compliance depend on the product and certification scope. The applicant shall ensure that each individual site and product complies with the certification requirements. Thus the compliance percentage shall be calculated taking into account all the control points applicable to each site and product.
- b) to d) Not amended

6.3 Certification Decision

- a) Not amended
- b) Not amended
- c) Not applicable.

6.4 Sanctions

- a) Not amended
- b) Not amended
- c) Not amended
- d) In the event that a producer has registered for an IFA and Harmonized Produce Safety Standard certification, sanctions will apply simultaneously to both IFA and HPSS if the reason for the sanction is a non-conformity included in the IFA and in HPSS standards.

6.4.1 Warning

- a) Not amended
- b) Not amended
- c) Initial inspection:
 - (i) If an individual producer or producer group does not comply with 100% of the control points within 28 days after an *initial* inspection, the status “open non-conformance” is set in the GLOBALG.A.P. Database.
 - (ii) Not amended
- d) Not amended

6.4.2 Product Suspension

Not amended

6.4.2.1 Self-declared Product Suspension

Not amended

6.4.3 Cancellation

Not amended

6.5 Notification and Appeals

Not amended

6.6 Sanctioning of Certification Bodies

Not amended

6.7 GLOBALG.A.P. Certificate and Certification Cycle

- a) to d) Not amended
- e) Not applicable.

6.7.1 Certificate Information

- a) to g) Not amended
- h) Not applicable.

6.7.2 Extension of Certificate Validity

Not amended

6.7.3 Maintenance of GLOBALG.A.P. Certification

Not amended

7 FARM ASSURERS

Not amended

8 ACRONYMS AND REFERENCES

8.1 Acronyms

Not amended

8.2 Reference Documents

Not amended

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

Use of GLOBALG.A.P. logo is not amended.

1 GLOBALG.A.P. TRADEMARK AND QR CODE LOGO

- (i-ix) Not amended
- (x) Not applicable.

2 SPECIFICATIONS

- (i-iv) Not amended

3 HPSS GLOBALG.A.P. NUMBER (HPSS-GGN)

- (i) Not amended
- (ii) The HPSS-GGN identifies a registered or certified producer and may only be used as indicated in the CPCCs. It cannot be used to label a product that is not certified. The HPSS-GGN (e.g.: HPSS-GGN_1234567890123) may appear on the product, consumer packaging of the product or at the point of sale where in direct connection with individual certified products. The HPSS-GGN shall only be used on transaction/sales documents including certified products. When the transaction/sales documents include certified and non-certified products, the certified items shall be clearly identified as required by the relevant All Farm Base Control Points and Compliance Criteria.
- (iii) The legal entity that labels HPSS-GGN shall be a holder of a valid certificate of a GLOBALG.A.P. HPSS standard/scheme certificate.
- (iv) The HPSS-GGN may be used in (converted into) digital codes, e.g. barcode, EAN number, generic QR code or GLOBALG.A.P. QR code logo format, etc. However, where it is required by a CPCC to include the HPSS-GGN in the product label and/or in the transaction documents, the HPSS-GGN needs to appear in human readable format.
- (v) On termination of the Sub-License and Certification Agreement the right of the producer to use the GLOBALG.A.P. claim, including the trademark, HPSS-GGN, or the QR code logo, terminates with immediate effect.
- (vi) The HPSS-GGN shall only be used in connection with the GLOBALG.A.P. System.
- (vii) Whenever a need arises to identify the organization in other contexts or additional applications, an organization may apply for its own GLN and report this number to GLOBALG.A.P., which shall register the organization under its own number and withdraw the HPSS-GGN accordingly. The GLN replaces the GGN and the HPSS-GGN in the GLOBALG.A.P. System.

4 THE GGN CERTIFIED PRODUCT LABEL

Not applicable.

5 PRODUCE GAPs HARMONIZATION INITIATIVE LOGO

- (i) The Produce GAPs Harmonization Initiative logo may be used as needed by CBs in any way that is reasonable and in compliance with the Licensing Agreement.
- (ii) The producer shall only use the Produce GAPs Harmonization Initiative logo in connection with products complying with the requirements of the GLOBALG.A.P. System. ^[L]_[SEP]
- (iii) The Produce GAPs Harmonization Initiative logo shall never appear on the product, consumer packaging of products intended for human consumption or at the point of sale where it is in direct connection with single products. ^[L]_[SEP]
- (iv) GLOBALG.A.P. HPSS certified producers may use the Produce GAPs Harmonization Initiative logo in business-to-business communication, and for traceability, segregation or identification purposes on site at the production site. ^[L]_[SEP]
- (v) GLOBALG.A.P. approved Certification Bodies may use the Produce GAPs Harmonization Initiative logo in promotional material directly linked to their certification activities in business-to-business communication and on GLOBALG.A.P. HPSS certificates they issue. ^[L]_[SEP]
- (vi) Produce GAPs Harmonization Initiative logo shall be used in exact corporate color and format, as below:



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

1 TYPES OF MASTER DATA REQUIRED

Not amended

1.1 Company Information of Legal Entity

Not amended

1.1.1 Company

Not amended

1.1.2 Contact person (responsible for legal entity)

Not amended

1.2 Information regarding Production Site/Product Handling Units

Not amended

1.2.1 Production Sites and/or PHU

Not amended

1.3 Product Information

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

- a) Product(s)
- b) Parallel production / ownership per product
- c) Subcontracted activities
- d) 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 certificate. 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) Not applicable.
 - (iii) Not applicable.
 - (iv) Not applicable.
 - (v) Not applicable.
- e) Not amended
- f) Not amended
- g) Not amended
- h) Not amended
- i) Participation in Unannounced Reward Program
- j) Specific requirements applicable for HPSS:
 - (i) Not amended
 - (ii) Not amended
 - (iii) For Fruit and Vegetables: Exclusion of harvest when not applicable per product.

- (iv) For Fruit and Vegetables: Exclusion of produce handling when not applicable per product.
- (v) Not amended
- (vi) For Fruit and Vegetables: If produce handling is included, the producer shall declare whether the same product is also packed for other certified or non-certified producers.
- (vii) Not applicable.
- (viii) Not applicable.
- (ix) Not applicable.
- (x) Not applicable.
- (xi) Not applicable.

ANNEX I.3 GLOBALG.A.P. HPSS PAPER CERTIFICATE TEMPLATE

CB Logo¹

AB symbol accreditation mark²
 No. of Certification Body: xxx³

HPSS-GGN: xxxxxxxxxxxxxxxxxxxxxx⁴

Registration number of producer / producer group (from CB): xxxxxxxx⁵

Announced⁶

Unannounced⁶

Harmonized Produce Safety Standard CERTIFICATE

**According to GLOBALG.A.P. General Regulations Version 5.1 with HPSS
Addendum Version 1.1⁷**

Option X⁸

Issued to

Producer group / Producer
Company name, address ⁹

Country of production ¹⁰

The annex contains details of the producers and production sites / product handling units included in the scope of this certificate.¹¹

The Certification Body [Company Name] declares that the production of the products mentioned on this certificate has been found to be compliant in accordance with the standard:

Produce Harmonized GAPs Logo)¹²
Harmonized Produce Safety Standard Control Points and Compliance Criteria Version 1.1-2¹³

Product ¹⁴	GLOBALG.A.P. Product Certificate Number ¹⁵	Harvest included ¹⁶	Product Handling included ¹⁷	Number of producers/ production sites ¹⁸	Parallel production ¹⁹	Parallel ownership ¹⁹

Date of issue (printing date of certificate): xx/xx/xxxx²⁰

Valid from: xx/xx/xxxx²¹

Valid to: xx/xx/xxxx²²

Authorized by²³

 Date of certification decision:
 xx/xx/xxxx²⁴

The current status of this certificate is always displayed at: <http://www.globalgap.org/search²⁵>

CB contact data²⁷

Company name, Address (incl. Email)

ANNEX for HPSS GGN xxxxxxxxxxxxxxxx²⁸

Date of issue: xx/xx/xxxx²⁰

Producer Group Members (Option 2)²⁹

HPSS GGN or GLN ³⁰	Producer name and address ³¹	Product(s) ³²	Product handling ³³	Parallel production ³⁴	Parallel ownership ³⁴

Production Sites (Option 1)³⁵

Site name and address ³⁶	Product(s) ³²	Parallel production ³⁴

Product Handling Units (PHUs)³⁷

HPSS GGN or GLN ³⁸	PHU name and address ³⁹	Product(s) ³²	Parallel ownership ³⁴

Notes

The certificate *shall be in English*. A second language may be added in the certificate.

- 1 The Certification Body (CB) logo shall always appear on all certificates.
- 2 The Accreditation Body (AB) symbol/accreditation mark is placed on all accredited certificates in compliance with AB's rules.
Exception: If the CB is approved, but not yet accredited, the following text shall appear instead of the AB symbol: "Certificate issued by a GLOBALG.A.P. approved Certification Body [Company name], but not accredited pursuant to the GLOBALG.A.P. Scope according to ISO 17065 rules" or only "Non-accredited certificate". The AB logo can only be used if the scope of the accreditation of the CB corresponds to the certified GLOBALG.A.P. Sub-Scope.
- 3 The number given by the Accreditation Body to the Certification Body shall be on all accredited certificates.
- 4 The Harmonized Produce Safety Standard GLOBALG.A.P. Number (HPSS-GGN) shall appear on all certificates. In case a certificate holder owns a Global Location Number (GLN), this number shall replace the HPSS-GGN. The "GLN" may be used instead of the "HPSS-GGN" e.g. HPSS-GLN.
- 5 Optional: The registration number of a producer or producer group, which is assigned by the CB *may* appear on all certificates. It consists of the term "CB-Short" and a number (with exactly one space character in between, CB-Short xxxxxxxxxxx).
- 6 Announced or Unannounced audit. Check the correct box to indicate if the inspection/audit was conducted announced or unannounced.
- 7 Certification scheme and version
For GLOBALG.A.P. Harmonized Produce Safety Standard Certificates: Please enter, e.g. "GLOBALG.A.P. General Regulations Version 5.x_date with HPSS Addendum Version x". Always indicate the exact Version (e.g.: 1.1_Mar18)
- 8 Options shall always appear on the certificate as follows:
"Option 1 - individual producer",
"Option 1 - individual multisite producer",
"Option 1 - individual multisite producer with QMS",
"Option 2 - producer group"
- 9 Name of the certificate holder (legal entity) and the address shall be printed on the paper certificate. 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 certificate or in the annex. In case of multisite producers, the addresses of the registered production sites shall be listed in the certificate annex.
- 10 The country of production shall appear on all certificates.
- 11 Applicable only if any of the following is true:
a) The certificate holder 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 certificate. If the address is different, all product packing and handling unit(s) shall be listed in the annex.

c) The certificate refers to a multisite (Option 1) certificate. All sites of the multisite operation shall be listed in the annex (see ³⁵).

d) The certificate holder with multisites has registered for parallel production/ownership. All production sites and PHUs (packing and handling) with *certified* products shall be listed in the annex.

* 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

- 12 The Produce GAPs Harmonization Initiative logo shall appear.
- 13 Standard Control Points and Compliance Criteria (CPCC) Version, (e.g. “Harmonized Produce Safety Standard Control Points and Compliance Criteria Version 1.1_Mar 2018”
- 14 Certified product(s) shall always be listed according to the GLOBALG.A.P. product list. More detailed information *may* be included in brackets, e.g. variety specific information.
- 15 The GLOBALG.A.P. product certificate number shall be printed on the paper certificate. It is a reference code for the certificate in the GLOBALG.A.P. Database per product and certificate cycle. The GLOBALG.A.P. product certificate number is generated automatically in the system and consists of 5 digits, 5 letters and a suffix (#####-ABCDE-#####). All changes to the certificate in a given certificate cycle are reflected in the suffix.

For crops:

Product	GLOBALG.A.P. Product certificate number	Harvest included	Product handling included	Number of producers/production sites	Parallel production	Parallel ownership

Notes:

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

- 16 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.

- 17 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”).
- 18 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 (Option 1), enter the number of registered production sites, which are listed in the annex.
- 19 Applicable in case of parallel production / ownership of non-certified *and* certified products (enter Yes/No). All PHUs and sites handling or producing certified products shall be listed in the annex.
- 20 Date of issue is the printing date of the paper certificate. It shall be added to the first page of the certificate and to the annex to connect each other. This date may instead be included in the footer of each page of the certificate and annex.
- 21 The certificate “valid from” date defines the beginning of a certification cycle.

If a new product is added during the validity period of a certificate, the certification cycle (valid from – valid to) will be kept as it was. If the CB wants to indicate that the newly added products are certified and were added later than the original “valid from”, there is a possibility to add the individual “valid from” of each product on the paper certificate. This is voluntary and additional information, e.g.: The certificate is valid from 1st Oct 2018 including oranges. Tomato added on 1st March 2019. The original “valid from 1st Oct 2018” remains. Tomatoes may be marked with “valid from 1st March 2019” on the paper certificate.

- 22 The certificate “valid to” date is the expiry date of the certificate.
- 23 The first and the last name of the person who has authorized the certificate, written in block letters. This person shall sign the certificate.
- 24 “Date of Certification Decision” shall appear on all certificates. It is the date when the Certification Committee makes the certification decision.
- 25 This note shall be added to all paper certificates to point out that only a validation in the GLOBALG.A.P. Database proves the current status of the certificate.

Additionally, the CB may add the QR code including a link to the HPSS-GGN validation site.

The following may be converted into QR code:

Link to the mobile website: <http://database.globalgap.org/search/YourGGNnumber>

Link to the GLOBALG.A.P. website:

<https://database.globalgap.org/globalgap/login.jsp?loginMode=1&searchQuery=xxxGGNnumberxxx>

Please replace the 40xxxxxxx with the producer/producer group’s HPSS-GGN at the end of the link.

- 26 Page numbering shall be included (Page x of y) to show total number of pages
- 27 CB contact data (company name, address, email) shall appear on all certificates
- 28 The annex (incl. the HPSS-GGN of the certificate holder) shall be added, if applicable.
- 29 In case of Option 2, all approved members of the producer group shall be listed in a table per product.

- 30 All approved members of the producer groups (Option 2) are different legal entities and receive a HPSS-GGN, which shall appear in the table. They may have an own GLN instead of the HPSS-GGN.
- 31 Name and address of the approved producer group members shall be printed on the certificate.
- 32 Products approved per producer member, production site or PHU.
- 33 Indicate the product for which the producer member carries out product handling (“Yes”) and does not carry out product handling (“No”).
- 34 In case of parallel production or parallel ownership of non-certified *and* certified products, this shall be indicated per product in all three tables (i.e. per approved member for Option 2, sites for Option 1 multisite operation, and per product handling unit). Enter yes/no.
In case no parallel production or parallel ownership has been registered for any product, these columns may be omitted.
- 35 In case of multisite Option 1, all registered sites shall be listed.
- 36 Name and address of the production sites shall be listed.
- 37 In case of product handling, all registered PHUs shall be listed.
- 38 In case the PHU has an own GGN/GLN/HPSS-GGN, it shall be listed.
- 39 Name and address of the PHUs shall be listed, unless the address is the same as that of the production site.

ANNEX I.4 GLOBALG.A.P. DEFINITIONS

Click [here](#) to download the GLOBALG.A.P. Definitions in its latest version.

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

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

“Harmonized Produce Safety Standard” certification, certified production process, products and certificate shall be read wherever the GLOBALG.A.P. General Regulations refer to GLOBALG.A.P. or IFA Certification, certified production process, products and certificate.

1 - 12

Not amended

ANNEX II.1 INTERNAL AUDITOR AND INSPECTOR QUALIFICATIONS AND RESPONSIBILITIES

Not amended

ANNEX II.2 FLEXIBLE DISTRIBUTION RULE TO ACCOMPANY THE QUALITY MANAGEMENT SYSTEM IN THE INTEGRATED FARM ASSURANCE STANDARD FRUIT & VEGETABLES

Not amended

GENERAL REGULATIONS PART III – CERTIFICATION BODY AND ACCREDITATION RULES

1 LICENSE AND CERTIFICATION AGREEMENT

Not amended

2 CERTIFICATION BODY APPROVAL PROCESS

2.1 CB Approval by GLOBALG.A.P.

2.1.1 Provisional Approval

- a) The CB must complete the steps listed below before carrying out HPSS inspections/audits, issuing any HPSS (Option 1, Option 2) Certificates (accredited or non-accredited) and before provisional approval can be granted.
 - (i) Not amended
 - (ii) Not amended
 - (iii) Not amended
- b) to f) Not amended
- g) The GLOBALG.A.P. Secretariat will allow provisionally approved CBs *with a previous ISO/IEC 17065 accreditation* to issue a limited number of non-accredited certificates before final approval. The maximum number of *producers* that may receive non-accredited certificates (Option 1, Option 2) is 20.

Example 1: If a CB has one producer group (Option 2) of 33 producers, it can only issue a non-accredited certificate for 20 of the 33 producers. The CB cannot issue further certificates for any Option 1 or Option 2 producers until it has received accreditation. Alternatively, the CB can issue 20 Option 1 certificates for 20 individual producers.

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

- h) Not amended
- i) Not amended

2.1.2 Final Approval

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

- a) Not amended
- b) Not amended
- c) Not amended
- d) As a condition for final approval, the provisionally approved CB shall have at least one in-house trainer (according to point 3.2) who completed the Harmonized GAPs Produce Safety Standard training offered by United Fresh.
- e) Not amended
- f) Not amended
- g) Not amended
- h) Not amended
- i) Not applicable

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

Note: Benchmarking is not allowed

- a) Not amended
- b) to d) Not applicable.

2.3 Accreditation Body Requirements

- a) to d) Not amended
- e) The extension of accreditation to the Harmonized Produce Safety Standard within an already accredited CB with the FV scope accreditation shall include at least the assessment of the personnel competency, but a new witness assessment is not necessary.
- f) The AB shall, during its surveillance program, witness all sub-scopes in at least a 4-year period, but not every scope/sub-scope combination every year by default. Selection shall take into consideration and preference shall be given to the Option 2 and the Option 1 multisite with QMS certificates of the CB. The AB shall justify the increase of witness assessment frequency. The AB may consider HPSS as a F&V sub-scope in the 4-year surveillance program.
Example: If the CB has only one single sub-scope accredited (e.g. IFA F&V), the AB – after initial accreditation – may witness IFA F&V only once in a 4-year period.
If the CB is accredited for ^{[[SEP]]} IFA F&V and HPSS (two standards in the same sub-scope), the AB – after initial accreditation – may witness one sub-scope (IFA F&V or HPSS) only once in a 4-year period.
- g) to i) Not amended

2.4 Termination of Approval

Not amended

3 OPERATIONAL REQUIREMENTS

3.1 General Requirements

- a) All the points described in the General Regulations and this addendum MUST be accepted and included in the relevant operational document of the CB for Harmonized Produce Safety Standard Certification and be available for accreditation body evaluation.
- b) The CB shall pay the annual Certification License and Certificate Fee.
- c) to g) Not amended

3.2 Training and Qualification of Staff

- a) Not amended
- b) Not amended
- c) All finally approved CBs shall have a version (i.e. HPSS V1.1) specifically trained CB in-house trainer, who shall be responsible for ensuring that all their registered GLOBALG.A.P. auditors and inspectors comply with the requirements set in Annex III.1 and Annex III.2. This person:
 - (i) Not applicable.
 - (ii) Shall be available in-house; i.e. not hired occasionally by the CB. The person may be the same person as the Scheme Manager and the CB may have more than one in-house trainer covering different standards or sub-scopes.
 - (iii) Shall comply with at least inspector qualification requirements for the respective scope.
 - (iv) Shall be responsible for training all the respective GLOBALG.A.P. auditors and inspectors (based on GLOBALG.A.P.).
 - (v) Shall complete the required training within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course.

- (vi) This person needs to have, in addition to GLOBALG.A.P. training, passed the United Fresh training for the Produce GAPs Harmonized Standards. The In-house Trainer shall be available in-house; i.e. not hired occasionally by the CB.
- d) to j) Not amended

3.3 CB Certification Data Communication with GLOBALG.A.P.

Not amended

3.4 Independence, Impartiality, Confidentiality and Integrity of CB

Not amended

4 PRODUCER REGISTRATION AND ACCEPTANCE

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

4.1 General

Not amended

4.2 Producer Registration

Not amended

4.2.1 Registration Data Requirements

Not amended

4.2.2 Data Access Rules

Not amended

5 ASSESSMENT PROCESS

5.1 Option 1 Producers

Not amended

5.2 Announced Inspections

- (i) to (iii) Not amended
- (iv) Documentation that can be assessed off-site by the CB includes the following: Self-assessment, Food Safety Policy and Plan, risk assessments, procedures required in several CPCCs, analysis programs (frequency, parameters, locations), analysis reports, list of plant protection products used, proof of lab accreditation, certificates or inspection reports of subcontracted activities and plant protection product/fertilizer application records.
- (v) Evaluation of control points off-site shall be recorded in the inspection checklist through sufficient comments for the specific control points. Comments shall be supplied for all, whether compliant, non-compliant, or non-applicable.
- (vi) to (ix) Not amended

5.3 Unannounced Reward Program

Not amended

5.4 Option 2 Producer Groups and Option 1 Multisites with QMS

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

Not amended

5.4.1.1 Off-Site Module

- (i) Not amended
- (ii) Not amended
- (iii) Not amended
- (iv) Documentation that can be assessed off-site by the CB includes the following: Internal audit, internal register of approved producer members/production sites, Food Safety Policy and Plan, risk assessments, procedures required in General Regulations Part II, Residue Monitoring System (frequency, parameters, sampling program), residue analysis reports, licenses, list of plant protection products used, proof of lab accreditation and certificates or inspection reports of subcontracted activities.
- (v) to (ix) Not amended

5.4.2 External Inspection of Producer Group Members and/or Production Sites

Not amended

5.4.2.1 Annual inspection

- a) Not amended
- b) Not amended
- c) Producers shall be classified by production type. These may include, but are not limited to the following examples:
 - (i) Open-field crops
 - (ii) Covered/protected crops
 - (iii) Perennial crops

Example: A group has a total of 96 producers registered for GLOBALG.A.P. Certification. From the 96 producers:

 - 43 produce apples
 - 10 produce apples and tomatoes in greenhouses
 - 5 produce apples and tomatoes in greenhouses and tomatoes in the open field
 - The rest of the producers produce carrots in the open field (38 producers).

That is:

 - 58 producers produce perennial crops (apples)
 - 15 producers produce covered crops (tomatoes in greenhouses)
 - 43 producers produce crops in the open field (tomatoes and carrots)

Sample is:

 - √58 = 8 producers producing apples.
 - √15 = 4 producers producing tomatoes in greenhouse.
 - √43 = 7 producers producing crops in open field.

During inspections, if the CB selects a producer growing apples and tomatoes in greenhouses and carrots and/or tomatoes in the open field, the inspector is covering the 3 different production types at the same time.
- d) The minimum sample size is the square root of registered producers per production type. The square root shall be rounded upwards to the next whole number if there are any decimals.

During the inspection of each of these selected producers/sites, all the products shall be inspected.

- e) The producer selection shall aim to cover all producer members/sites of the producer group/company throughout the years, taking into consideration risk factors, new producers and random selection. Unless there is a particular reason (higher risk, special status of the member, number of products, previous inspection results, multisite member, etc.) the subsequent assessment shall normally not include producers/sites already sampled during previous assessments. Producers that move from one group to another shall have a higher possibility of being included in the sample of producers chosen by the CB.

Example: An applicant has 4 registered production sites, and the CB, after the QMS audit, sets the square root as the sample. Therefore, 2 sites ($\sqrt{4}$) shall be inspected at this initial inspection.

- f) The scope of the inspection of the producers selected in the sample shall be complete. This shall cover:

- All products registered for certification that they grow
- All types of production (see “d”)

Inspections carried out on members/sites in which more than one production type is evaluated count as one inspection for each production type.

Example 1: Multiple production type:

A producer group has 53 tomato producers. 28 grow in greenhouses only, 17 grow in the open air only, 8 grow both in greenhouses and the open air.

The minimum size of sample would be:

- *Open air: $17+8=25 \Rightarrow \sqrt{25}=5$ (minimum number of producers)*
- *Covered: $28+8=36 \Rightarrow \sqrt{36}=6$ (minimum number of producers)*
- *However, the minimum total number of producers: $8 (\sqrt{53})$*

IMPORTANT: Criteria for the selection of growers for the inspection explained in f) shall always be considered.

- g) Not amended

5.4.2.2 Surveillance Inspections for Producers in Option 2 and/or Production Sites in Option 1 Multisites

Not amended

5.5 Unannounced Inspections (Option 1 only) and Audits (QMS only)

Not amended

5.6 Inspection of Produce Handling Units (Option 2 and Option 1 Multisites with QMS)

- a) The CB shall inspect central product handling units (i.e. less than one product handling unit per producer group member/production site) every year while it is in operation.
- b) Where the product handling does not take place centrally, but on the production sites of each producer member, this factor shall be taken into account when determining the sample of producers to be inspected. In this case, the CB shall use the normal checklist per inspected producer.
- c) Not amended

5.7 External Inspections and Audits of Approved Modified Checklists (AMC) /Equivalent Schemes

Not applicable.

6 CERTIFICATION PROCESS

6.1 General

- a) to f) Not amended

- g) Unless indicated otherwise in the checklist, comments shall be recorded to enable the audit trail to be reviewed after the event and shall include details of evidences checked during the inspection. It is *obligatory to provide comments* for *all* the complied, non-compliant and not applicable control points and the QMS control points during all external inspections/audits (by CB) and internal inspections/audits. For the self-assessments (Option 1), it is *obligatory to provide comments* for *all* the non-compliant and not applicable Control Points and Compliance Criteria. Comments and evidences, such as which document(s) were sampled, workers interviewed, etc., shall be site- and product-specific and included in the checklist to ensure that all the control points have been properly assessed for all applicable sites and products.
 - (ii) Not amended
- i) The CB report shall contain the following:
 - i. All points listed in the “inspection notes” section of the official GLOBALG.A.P. checklist.
 - ii. Scope of the inspection/audit: company, site, PHU and product information according to the Annex I.2. Products, production area/quantity, sites/members, country of destination, handling and harvest included or excluded, product handling takes place in-field or in a facility or in both, product attributes (PP/PO, covered/non-covered, first or further harvest), etc. shall be included.
 - iii. Calculation of the total applicable control points and % of the non-conformances.
 - iv. to (vii) Not amended
- j) to l) Not amended

6.2 Inspection Duration

Not amended

6.2.1 Unannounced Inspections (Option 1 without QMS):

Not amended

6.3 Producer Non-compliance and Sanctions

See also GR Part I. 6.4 Sanctions

Not amended

6.3.1 Open Non-conformance

Not amended

6.4 Paper Certificate Requirements

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

See Annex I.3

Not amended

7 TRANSFER BETWEEN CERTIFICATION BODIES

Not amended

8 CERTIFICATION BODY SANCTIONS

8.1 General Rules

Not amended

8.2 Types of Non-conformances

Not amended

8.2.1 Contractual Non- conformances

Not amended

8.2.2 Standard or General Regulations Non-conformances

Not amended

9 INTEGRITY PROGRAM (IPRO)

Not amended

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

ANNEX III.1 GLOBALG.A.P. CB INSPECTOR QUALIFICATIONS (OPTION 1)

1 GLOBALG.A.P. INSPECTOR

- a) Inspectors will be able to inspect the Harmonized Produce Safety Standard on farm level once the CB has verified factual evidence (as described below) of their qualifications and experience.
- b) CB inspectors qualified for IFA FV v5 according to the requirements described in the GLOBALG.A.P. General Regulations, automatically qualify for the Harmonized Produce Safety Standard after additional training on the Produce GAPs Harmonized Standards as described in 3.2h).

2 FORMAL QUALIFICATIONS AND WORK EXPERIENCE

- a) At least a post high school (post secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to the crop production
AND
A minimum of 2 years experience gained after finishing post high school studies and overall 3 years experience in the agricultural industry
OR
- b) A post high school (post secondary education) diploma with a minimum duration of 2 years in a food related discipline
AND
A minimum of 4 years industry experience either in a practical capacity on farm/site or in a technical production management role crop production.

3 TECHNICAL SKILLS AND QUALIFICATIONS

3.1 Inspector Training

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

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

- a) Not amended
- b) Food hygiene training either as part of formal qualifications or by the successful completion of a formal course (the formal course may be an internal training by the CB). The formal course duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence available for this requirement (course certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover: site management, water, fertilizer, equipment, facilities and personal hygiene, and it shall also include practical case studies. Already approved inspectors have a one-year transition period after the publication of GLOBALG.A.P. Harmonized Produce Safety Standard Version 1.1 to complete this training.
- c) Not applicable.
- d) Plant protection, fertilizer and IPM training either as part of formal qualifications, or by the successful completion of a formal course.
- e) Not applicable.
- f) Not applicable.
- g) The formal courses (mentioned in points a), b), and d), above) can be part of the formal qualifications (degree/diploma) or can be separate courses that were taken by the inspector. The inspector shall present proof of qualification. If it was part of the degree/ diploma, it shall be in the syllabus of the course. If it was acquired separately, there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam).
- h) Auditors and inspectors must undergo training to the Produce GAPs Harmonized Standards for Field Operations and Harvesting and Post-Harvest Operations using the official training materials available from United Fresh. The Certification Body may assign, after completing and passing the training offered by United Fresh, an internal trainer to train the auditors and inspectors conducting audits against the Harmonized Produce Safety Standard on the specific standard requirements.

The CB must inform the GLOBALG.A.P. Secretariat of the name and contact details of the Produce GAPs Harmonized Standards in-house trainer as well as the date that the United Fresh training was completed.

The in-house trainer shall train each CB inspector and auditor about the standard before conducting inspections/audits.

3.3 Communication Skills

Not amended

3.4 Initial Training Before Sign-off by the CB

- a) to e) Not amended
- f) As a minimum requirement, the CB shall verify competence in the following topics:
- Technical knowledge in the scope
 - Ability to identify food safety risks/food hazards
 - Ability to evaluate the HACCP system and identify/challenge critical control points
 - Up-to-date knowledge of plant protection products, fertilizer applications and IPM principles
 - Ability to carry out traceability checks and mass balance analyses
 - Wherever the control point refers to local legislation, knowledge of the relevant requirements

- Having the sufficient communication and behavioral skills as to be able to conduct an inspection/audit
- “Working language” skills in the corresponding native/working language

3.5 Maintenance of Competency

Not amended

3.6 Rotation of the inspector

Not amended

4 KEY TASKS

4.1 GLOBALG.A.P. Farm Inspections

Not amended

4.2 General

Not amended

4.3 Independence and Confidentiality

Not amended

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

1 GLOBALG.A.P. AUDITOR

- a) Auditors will be able to audit Quality Management Systems once the CB has verified factual evidence (as described below) of their qualifications and experience.
- b) CB auditors qualified for IFA Crops FV V5 according to the requirements described in the GLOBALG.A.P. General Regulations, automatically qualify for Harmonized Produce Safety Standard after additional training on the Produce GAPs Harmonized Standards as described in 3.2 j).

2 FORMAL QUALIFICATIONS AND WORK EXPERIENCE

- a) At least a post high school (post secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to crop production
 AND
 A minimum of 2 years experience gained after finishing the respective post high school studies and overall 3 years experience in the agricultural industry
 OR
- b) A post high school (post secondary education) diploma with a minimum duration of 2 years in a food-related discipline AND

A minimum of 4 years' industry experience either in a practical capacity on farm/site or in a technical production management role in crop production.

3 TECHNICAL SKILLS AND QUALIFICATIONS

3.1 Lead Assessor Training

Not amended

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

- a) Not amended
- b) Food hygiene training, either as part of formal qualifications or through the successful completion of a formal course (the formal course may be an internal training by the CB). Successful completion of a Food Hygiene training course with a minimum duration of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (course certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover site management, water, fertilizer, equipment, facilities and personal hygiene, and it shall also include practical case studies.
Already approved auditors have one-year transition period after the publication of the Harmonized Produce Safety Standard to complete this training.

Both trainings in points a) and b) can have been completed together in the same formal course (minimum duration 16 hours).

- c) Not applicable.
- d) Not applicable.
- e) Plant protection, fertilizer and IPM training either as part of formal qualifications, or by the successful completion of a formal course.
- f) Not applicable.
- g) Not applicable.
- h) Not applicable.
- i) The formal courses (mentioned in points a), b), and e), above) can be part of the formal qualifications (degree/diploma) or can be separate courses that were taken by the auditor. The auditor shall present proof of qualification. If it was part of the degree/ diploma, it shall be in the syllabus of the course. If it was acquired separately, there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam).
- j) In addition to the requirements as set out above, auditors and inspectors must undergo the training to the Produce GAPs Field Operations and Harvesting and Post-Harvest Operations Harmonized Standards using the official training materials available from United Fresh. The Certification Body may assign, after completing and passing the training offered by United Fresh, an internal trainer to train the auditors and inspectors conducting audits against the Harmonized Produce Safety Standard on the specific standard requirements.

The CB must inform the GLOBALG.A.P. Secretariat of the name and contact details of the Produce GAPs Harmonized Standards in-house trainer as well as the date that the United Fresh training was completed.

The in-house trainer shall train each CB inspector and auditor about the standard before conducting inspections/audits.

3.3 Communication Skills

Not amended

3.4 Initial Training before Sign-off by the CB

- a) to f) Not amended
- g) As a minimum requirement, the CB shall verify competence in the following topics:
 - Technical knowledge in the scope
 - Ability to identify food safety risks/food hazards
 - Ability to evaluate the HACCP system and identify/challenge critical control points
 - Up-to-date knowledge of plant protection products, fertilizer applications and IPM principles
 - Ability to carry out traceability checks and mass balance analyses
 - Wherever the control point refers to local legislation, knowledge of the relevant requirements
 - Having the sufficient communication and behavioral skills as to be able to conduct an inspection/audit
 - “Working language” skills in the corresponding native/working language

3.5 Maintenance of Competency

Not amended

3.6 Rotation of the auditor

Not amended

4 KEY TASKS

4.1 GLOBALG.A.P. QMS Audits

- a) Not amended
- b) Not amended

NOTE: not applicable.

4.2 GLOBALG.A.P. Farm Inspections

Not amended

4.3 General

Not amended

4.4 Independence and Confidentiality

Not amended

VERSION/EDITION UPDATE REGISTER

New document	Replaced document	Date of publication	Description of Modifications
180329_GG_GR_HPSS_V1_1_en	140623_hpss_gr_v1_0-en	29 March 2018	Changes to IFA GR V5 from Refer to Edition Update Register of 170630_GG_GR_Part-I_V5_1_en: Modification in 6, Certification Process Addition of Section 7, Farm Assurers Updated Annex I.1 to V5 Updated Annex I.2 1.3 h to delete "it is only possible to country of Destination as North, Central, and South America Addition of Annex GR I.3 Paper Certificate Addition of Annex GR I.4 Definitions Added 5.1.2.3 Unannounced Reward Program Addition of Annex III.1 3.6 Rotation of the Auditor
181218_GG_GR_HPSS_V1_1-1_en	180329_GG_GR_HPSS_V1_1_en	18 December 2018	Annex I.2, 1.3.i – Added Unannounced Reward Program Annex I.2, 1.3.j.xi – Added N/A Annex I.3 – Added Announced and Unannounced checkboxes and corresponding footnote to the certificate template QMS Rules, GR 2 – Updated reference to Flexible Distribution Rule by adding Annex II.2 5.4.2.1 – changed example
190918_GG_GR_HPSS_V1_1-2_en	181218_GG_GR_HPSS_V1_1-1_en	18 September 2019	Clarification of use of HACCP within the standard

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

When the changes do not introduce new requirements to the standard, the version will remain "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.

Copyright

© Copyright: GLOBALG.A.P. c/o FoodPLUS GmbH: Spichernstr. 55, 50672 Cologne; Germany. Copying and distribution permitted only in unaltered form.