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The following guidelines address specific topics for the implementation of the NURTURE Module and shall be viewed as annexes to the NURTURE Scheme Rules V11.2-1 and NURTURE Certification Body Rules and Integrity Programme Version 11.2.

## 1. WITNESS ASSESSMENTS

According to the NURTURE CB Rules 3.2.3.1 f) and 3.2.3.2 b), NURTURE approved assessors need to complete an initial witness assessment as well as yearly witness assessments with the NURTURE in-house trainer (IHT) or another NURTURE approved assessor, who has done at least 10 NURTURE assessments/assessment days in the previous 12 months. This is necessary to ensure calibration and consistency across all NURTURE certificates. Since the update of the NURTURE Rules to version 11.2, most of the issues and questions regarding the yearly and initial witness of NURTURE assessors have been addressed. The following is a summary of how the requirements for the initial and yearly witness assessment shall be interpreted.

1. Inspector witness: witness during an Option 1 without QMS producer or Option 2 producer group member inspection by the NURTURE in-house trainer or another NURTURE inspector/auditor who has completed at least 10 NURTURE inspections or 10 days of NURTURE inspections in the previous 12 months. The 12-month timeframe is counted to the date prior to the day of the witness inspection and does not refer to a calendar year.
2. Auditor witness:
  - a. Witness during an Option 1 without QMS producer or Option 2 producer group member inspection by the NURTURE in-house trainer or another NURTURE inspector/auditor who has completed at least 10 NURTURE inspections or 10 days of NURTURE inspections in the previous 12 months. The 12-month timeframe is counted to the date prior to the day of the witness inspection and does not refer to a calendar year.
  - AND**
  - b. Witness during an Option 1 with QMS producer or Option 2 producer group QMS audit by the NURTURE in-house trainer or another NURTURE auditor who has completed at least 10 NURTURE and/or GLOBALG.A.P. QMS audits or 10 days of NURTURE and/or GLOBALG.A.P. audits in the previous 12 months. The 12-month timeframe is counted to the date prior to the day of the witness audit and does not refer to a calendar year.

3. NURTURE certifiers (not active NURTURE auditors, who complete only report reviews and take certification decisions) do not need to complete a yearly witness. However, they need the initial witness prior to sign-off. In case a NURTURE certifier changes to an active NURTURE auditor, this exception is waived.
4. Witness assessments can be done during initial, re-certification, or surveillance assessments.
5. NURTURE IHTs do not need the yearly witness assessment, as their role should be to organize, train and witness the other NURTURE assessors of the CB.

## **2. WITNESS REPORT COMPOSITION**

The witness report for the initial witness shall be sent to GLOBALG.A.P. for review and validation. The witness reports from the following years shall be kept at the CB's office and shall be available for review on request, but do not have to be sent to GLOBALG.A.P. Generally, CBs shall follow the guidelines from their quality manuals on the contents of the witness reports. However, due to the specific requirements of the NURTURE Module, the reports for the NURTURE witness assessment shall include at least the following information:

1. Name of evaluator and name of assessor being witnessed
2. Producer/producer group name and GGN
3. Date, place
4. Scope of audit:
  - a. Option 1 with or without QMS, Option 2 QMS or Option 2 producer group member
  - b. Product (according to GLOBALG.A.P. product list)
5. Assessor's performance against the Integrated Farm Assurance (IFA) part of the assessment
6. Assessor's performance against the NURTURE part of the assessment
7. Signatures of the evaluator and the assessor being witnessed

CBs can continue to use their own evaluation forms but shall adjust them, if necessary, to include the above-mentioned requirements.

## **3. MAINTENANCE OF COMPETENCE**

To maintain their NURTURE qualification, all NURTURE assessors have to complete a minimum number of NURTURE assessments each year. Please see NURTURE CB Rules point 3.2.3.2 e). This is to ensure that all NURTURE assessors are well-acquainted with the Module and its specific requirements. The following rules describe how the rule will be implemented and enforced:

1. The minimum number of assessments shall be completed for each calendar year: 1 January to 31 December. The first year where this will be evaluated will be 2018. Some exceptions apply:



- a. Assessors that have been approved for the NURTURE Module between 1 January and 30 June have to comply with the requirements of NURTURE CB Rules point 3.2.3.2 e) during the current year.
  - b. Assessors that have been approved for the NURTURE Module between 1 July and 31 December have to comply with the requirements of NURTURE CB Rules point 3.2.3.2 e) from the following year on.
  - c. The date of approval is the date recorded in the GLOBALG.A.P. Database and is usually the day of the initial witness sign-off.
2. In January of each following year, GLOBALG.A.P. shall collect the statistics on the number of assessments completed for each NURTURE assessor. CBs can expect to be contacted by GLOBALG.A.P. with requests for additional information or to provide justifications. In case your certification body is not contacted by the beginning of June, you can assume that no problems with the maintenance of competence of your assessors have been discovered.
3. The maintenance of competence shall be reviewed according to the NURTURE Module Version 11.2 CB Rules.
4. Accepted towards the minimum are: initial, re-certification and surveillance assessments. Inspecting Option 2 producer group members as well as being witnessed is also counted. Some of this information is recorded only on the NURTURE checklist, therefore GLOBALG.A.P. might contact you for your detailed records. Please do not send any information without a request by GLOBALG.A.P. You can be required to use specific templates provided by GLOBALG.A.P. for these records.
5. NURTURE IHTs do not need to meet the minimum number of yearly assessments, as their role should be to organize, train and witness the other NURTURE assessors of the CB.

#### **4. IMPLEMENTATION OF EARNED RECOGNITION PROGRAMME**

The program adopts a more risk-based approach to the yearly witness for NURTURE assessors, while simultaneously rewarding above-average CB performance.

CBs with very high KPI are considered low risk and will be allowed to witness their NURTURE inspectors/auditors every second year instead of the current requirement of NURTURE CB Rules 3.2.3.2 a) e. – once every year.

Tesco has set the necessary KPI to participate in the program to 4,15. Once a CB achieves a final KPI score of 4,15 or above, GLOBALG.A.P. will inform the CB that it can make use of the Earned Recognition Programme. As long as the CB maintains the high KPI score, it can continue to plan the witness assessments for once every 2 years. In case the KPI score drops below 4,15, GLOBALG.A.P. will inform the CB that it is now excluded from the programme and the CB needs to plan witness assessments as normal. Tesco and GLOBALG.A.P. reserve themselves the right to remove a CB from the Earned Recognition Programme at any time, even if the KPI score has not yet declined. Tesco might consider raising the Earned Recognition Programme score at a later point.

## 5. CHECKLIST UPLOAD, FORMAT & LANGUAGE REQUIREMENTS

1. **Checklist Format.** CBs are free to use their own checklist format for the NURTURE Module as long as the following aspects are covered:
  - a. all GLOBALG.A.P. Control Points,
  - b. all NURTURE Control Points,
  - c. the introduction information as in the GLOBALG.A.P. checklist,
  - d. the correct calculation of the NURTURE Module results,
  - e. the data access declaration granting access to the checklist to Tesco and the respective PS
  - f. the checklist uploaded to the GLOBALG.A.P. Database must be either the .xls or .xlsx file format.
  
2. **Checklist Language.** The comments in the uploaded checklists need to be in either English or Spanish for all Major musts and non-conformities. The remaining parts of the checklist can be in a local language (including CPCCs).

### EDITION UPDATE REGISTER

New document	Replaced document	Date of publication	Description of Modifications
191024_Guideline for NURTURE v11.2_en	181122_Guideline for NURTURE v11.2	24.10.2019	<ul style="list-style-type: none"> <li>- Added table of contents and numbering</li> <li>- Added earned recognition program</li> <li>- Added clarifications for NURTURE checklist</li> <li>- Clarification of IHT requirements</li> </ul>