

Nurture Module

Guidelines

English Version 11.2-2

Mandatory from: 1 April 2021

**Nurture Module
Guidelines**

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

1. WITNESS ASSESSMENTS

- a) According to Nurture Module certification body and integrity programme rules 3.2.3.1 f) and 3.2.3.2 b), Nurture Module approved assessors need to complete an initial witness assessment as well as yearly witness assessments with the Nurture Module in-house trainer (IHT) or another Nurture Module approved assessor who has completed at least 10 Nurture Module assessments/assessment days in the previous 12 months. This is necessary to ensure calibration and consistency across all Nurture Module 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 Module assessors have been addressed. The following is a summary of how the requirements for the initial and yearly witness assessment shall be interpreted.
- b) Inspector witness: Witness during an inspection of an Option 1 producer without QMS or an Option 2 producer group member by the Nurture Module IHT or another Nurture Module assessor who has completed at least 10 Nurture Module inspections or 10 days of Nurture Module 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.
- c) Auditor witness:
 - (i) Witness during an inspection of an Option 1 producer without QMS or an Option 2 producer group member by the Nurture Module IHT or another Nurture Module assessor who has completed at least 10 Nurture Module inspections or 10 days of Nurture Module 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

- (ii) Witness during an audit of an Option 1 producer with QMS or an Option 2 producer group QMS by the Nurture Module IHT or another Nurture Module auditor who has completed at least 10 Nurture Module and/or GLOBALG.A.P. QMS audits or 10 days of Nurture Module 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.
- d) Nurture Module certifiers (not active Nurture Module 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 Module certifier changes to an active Nurture Module auditor, this exception is waived.
- e) Witness assessments can be done during initial, recertification, or surveillance assessments.
- f) Nurture Module IHTs do not need the yearly witness assessment, as their role should be to organize, train, and witness the other Nurture assessors of the certification body (CB).

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2. WITNESS REPORT COMPOSITION

- a) The witness report for the initial witness assessment 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 Module witness assessment shall include at least the following information:
- (i) Name of assessor who is performing the witness and name of assessor being witnessed
 - (ii) Producer/Producer group name and GGN
 - (iii) Date, place
 - (iv) Scope of assessment:
 - Option 1 with or without QMS, Option 2 with QMS, or Option 2 producer group member
 - Product (according to GLOBALG.A.P. product list)
 - (v) Assessor's performance against the Integrated Farm Assurance (IFA) standard part of the assessment
 - (vi) Assessor's performance against the Nurture Module part of the assessment
 - (vii) Signatures of the assessor who is performing the witness and the assessor being witnessed
- b) 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

- a) To maintain their Nurture Module qualification, all Nurture Module assessors shall complete a minimum number of Nurture Module assessments each year. Please see Nurture Module certification body rules 3.2.3.2 e). This is to ensure that all Nurture Module assessors are well-acquainted with the Module and its specific requirements. The following rules describe how the rule will be implemented and enforced:
- b) 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:
- (i) Assessors that have been approved for the Nurture Module between 1 January and 30 June shall comply with the requirements of Nurture Module certification body rules 3.2.3.2 e) during the current year.
 - (ii) Assessors that have been approved for the Nurture Module between 1 July and 31 December shall comply with the requirements of Nurture Module certification body rules 3.2.3.2 e) from the following year on.
 - (iii) 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.

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- c) In January of each following year, GLOBALG.A.P. shall collect the statistics on the number of assessments completed for each Nurture Module assessor. CBs can expect to be contacted by GLOBALG.A.P. with requests for additional information or to provide justifications. If your CB is not contacted by early June, you can assume that no problems with the maintenance of competence of your assessors have been discovered.
- d) The maintenance of competence shall be reviewed according to the Nurture Module certification body rules version 11.2-2.
- e) Initial, recertification and surveillance assessments are accepted toward the minimum of 10 assessments. Inspecting Option 2 producer group members and being witnessed are also accepted. Some of this information is recorded only in the Nurture Module checklist, therefore GLOBALG.A.P. may contact you for your detailed records. Please do not send any information without a request by GLOBALG.A.P. You may be required to use specific templates provided by GLOBALG.A.P. for these records.
- f) Nurture Module 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 Module assessors of the CB.

4. IMPLEMENTATION OF EARNED RECOGNITION PROGRAMME

- a) The programme adopts a more risk-based approach to the yearly witness for Nurture Module assessors, while simultaneously rewarding above-average CB performance.
- b) CBs with a very high key performance indicator (KPI) are considered low risk and will be allowed to witness their Nurture Module assessors every second year instead of the current requirement of Nurture Module certification body rules 3.2.3.2 a) (v), which is once every year.
- c) Tesco has set the necessary KPI to participate in the programme 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 a KPI score of 4.15 or higher, it can continue to plan the witness assessments for once every 2 years. If the KPI score drops below 4.15, GLOBALG.A.P. will inform the CB that it is now excluded from the Earned Recognition Programme, and the CB will need to plan witness assessments as normal. Tesco and GLOBALG.A.P. reserve the right to remove a CB from the Earned Recognition Programme at any time, even if the KPI score has not yet declined. Tesco may consider raising the Earned Recognition Programme minimum score at a later point.

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New Document	Replaced Document	Date of Publication	Description of Modifications
191024_Guidelines for Nurture v11.2_en	181122_Guideline for Nurture v11.2	24.10.2019	Added table of contents and numbering Added Earned Recognition Programme Added clarifications for Nurture Module checklist Clarification of IHT requirements
210104_Guidelines for Nurture v11.2-2_en	191024_Guidelines for Nurture v11.2_en	04.01.2021	Correct spelling of "Nurture" Point 5 removed – moved to Nurture Module CB Rules