



1. Objective of This Guideline

Explains and summarize to the companies/Producers seeking for a Product certification, the process of certification under the HEIACert Certification Scheme Procedures for the Primary agricultural Products (hereinafter referred to as the Scheme) and the requirements that should be followed in order to obtain, operate and maintain the Certification.

2. Scope of Certification

- GLOBALG.A.P. Integrated Farm Assurance (IFA), Crops Base (CB), Fruits and Vegetables (FV) GLOBALG.A.P. General Regulations Version 5.1 – July 2017
- Option 1 - Individual producer applies for GLOBALG.A.P. Certification and;
- Option 1 - Multisite without Implementation of QMS: Individual producer or organization owns several production sites that don't function as separate legal entities apply for GLOBALG.A.P. Certification.
 - Note:
 - a) The certification covers fruit and vegetables used for fresh, cooked or processed consumption by humans.
 - b) Crops (vegetables or herbs) grown solely for medicinal or aromatic purposes cannot be certified.
 - c) The Crops IFA Standards are composed of scope and sub-scope modules. The evaluation of compliance with the standard implies the verification of applicable modules. It is not possible to certify the respective sub-scope without also verifying compliance with the applicable scope. The compliance criteria of the scope shall be interpreted according to the inspected sub-scope (example: Apples shall be certified under the Fruit and Vegetable module, which automatically requires compliance with the All Farm Base and Crops Base modules)
- The scope of GLOBALG.A.P. Certification also covers the following:
 - a) The controlled production process of primary products. It does not cover crops harvested in the wild.
 - b) Only products included in the GLOBALG.A.P. Product list, published on the GLOBALG.A.P. Website, can be registered for certification. The GLOBALG.A.P. Product list is not limited and can be extended based on demand.
 - c) Only products that are produced by producers themselves. Producers cannot receive certification for the production of products that are not produced by themselves.

3. Company/Producer for Application and Registration

- May not register the same product more than once with different CBs or under different certification options.
- May register different products with different CBs and/or under 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).
- 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.

4. How about Obtaining and Maintaining Certification?

STEP I Company/Producer Planning for Product Certification

1. Obtaining certification in accordance with the Certification Criteria represents a challenge to producers.
2. It is therefore essential that the prospective clients interested in obtaining this certification consider carefully:
 - a) What GLOBALG.A.P. Certification they wish to achieve?
 - b) Identify the Certification Criteria, and
 - c) What needs to be achieved prior to applying for product certification?

STEP II Company/Producer Preparation

1. Obtain the relevant GLOBALG.A.P. Documents for Certification:
 - a) GLOBALG.A.P. Crops Rules: Defines how the certification process works.
 - b) GLOBALG.A.P. General Regulations: Defines how the certification process works as well as the requirements.
 - c) GLOBALG.A.P. Control Points and Compliance Criteria (CPCC): Document that sets the compliance requirements for producers.
 - d) GLOBALG.A.P. Checklists: For control points and compliance criteria these documents or customized ones with verbatim content are used for all audits, inspections and self-assessments.
2. All these Documents available at www.globalgap.org/documents. Assess your process and product for compliance with relevant Certification Criteria.
3. Undertake preparations so as to ensure that the processes and the product being produced would comply with the requirements of the relevant Certification Criteria.

STEP III Company/Producer Self-assessment

1. Review your current systems and practices against the requirements of the latest relevant Certification Criteria.
2. Identify areas which need to be addressed and ascertain compliance prior to applying for product certification.



HEIACert Certification Service

CERTIFICATION PROCESS GUIDELINE FOR THE CLIENT

GL01PR007 [QMS: LEVEL 3]

Version 1.0

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HEIACert Certification Processes		
STEP/STAGE	Company/Producer (Prospective Client)	HEIACert
1. Application Process		
Stage when and the prospective client contacts HEIACert for information regarding certification	The client fulfils certification application with the necessary document/data and returns to HEIACert to receive.	HEIACert will issue a unique number for each client in HEIACert registration no. and client ID
2. Application Review		
The stage when HEIACert received the certification application from the client.	The client will be contacted by HEIACert Technical dep. at this stage. If the scope and/or data may need to be clarified.	HEIACert technical department will review application data information provided. Defined scope, objective and criteria and confirmed by the client.
3. Offer		
The stage when HEIACert confirms and approve the certification application.	The client will receive HEIACert offer regarding the application review to sign. If the offer signed and accepted, the client will return the offer to HEIACert. The client will receive an invoice.	HEIACert financial office issue the offer regarding the certification application review by the technical department. HEIACert financial office issue an invoice regarding the offer acceptance.
4. Agreements		
The stage when HEIACert confirm that the client signed and accepted the offer.	The client will receive from HEIACert the following agreements to sign it and returned back to HEIACert: ✓ Certification Agreement. ✓ Sublicense Agreement.	HEIACert will issue the agreements. HEIACert technical department adds the client to the HEIACert assessment program.
5. Assessment Planning		
The stage when HEIACert confirms that: ✓ Certification Agreement signed ✓ Sublicense Agreement signed ✓ 100 % payment of the certification fees.	The client will receive assessment plan/schedule notification from the assessment team included the assessment date purposed. If the client has any objections to hard/solid evidence to the selected assessment team. Contact with the Head of HEIACert or HEIACert Quality Assurance Manager.	HEIACert will assign the assessment team with consideration of HEIACert impartiality statement. The assessment team contacts the client and develops the assessment plan/Schedule included the assessment date purposed.
6. Pre-Assessment		
OPTIONALLY STAGE The stage when the client asks at the certification application for a pre-assessment visit	The client will receive a notification letter include the list of NCs, assessment results, and attached with Non-Conformities report form (when CAs required)	HEIACert will assign the assessment team with consideration of HEIACert impartiality statement. The assessment team contacts the client and develops the assessment plan/Schedule included the assessment date purposed.



STEP/STAGE	Company/Producer (Prospective Client)	HEIACert
7. Assessment Execution		
<p>100 % payment of the certification fees confirmed.</p> <p>The stage when the On-site assessment process. Always be the physical location assessed followed the assessment plan/schedule.</p>	<p>The client technical and/or internal auditor representative to the assessment process is seamless.</p> <p>The assessment team will confirm who should sign and receive the assessment summary report.</p> <p>The client will be received the assessment summary report from the assessment team onsite or within (3) day from assessment date:</p> <p>The client will receive a notification letter include the list of NCs, assessment results, and attached with Non-Conformities report form (when CAs required)</p>	<p>The assessment team confirm to the client in the opening meeting that:</p> <ul style="list-style-type: none"> ✓ No conflict of interest exists ✓ Confidentiality. ✓ Assessment plan/schedule ✓ Assessment objective & Assessment criteria <p>The assessment team seek objective evidence to establish compliance with according to the scope of certification.</p> <p>The assessment team will verify the CAs and evidence from the client to close the NCs detected during the assessment date within the time period.</p>
8. Assessment Report		
<p>The Stage when the assessment status is closed. As a result of the Assessment Report is prepared by the Assessment team leader.</p>	<p>It may be necessary, from time to time, for the assessment team to contact the Client's representative in order to clarify details regarding the Client Company's structure, services offered, etc. while preparing the assessment report.</p>	<p>All members of the assessment team have input into the assessment report.</p> <p>The assessment report shall provide to the Head of HEIACert included the assessment team recommendation.</p> <p>The Head of HEIACert will notify the certification committee to meet with the agenda.</p>
9. Certification		
<p>The stage when a decision on certification and certificate issue.</p>	<p>The client will be received a notification letter included the decision, the final assessment results, and attached with:</p> <ul style="list-style-type: none"> ✓ Certificate approve ✓ Technical Annex ✓ Logo Use. ✓ Assessment Report. 	<p>HEIACert Certification Committee carries out decision on certification. Certificate of Compliance is issued with the unique number included:</p> <ul style="list-style-type: none"> ✓ The scope of certification. ✓ Client name ✓ Address. ✓ Products and ✓ Validation (from to)
10. Client Feedback		
<p>Feedback stage from the Client when each certificate issue and/or assessment carried out.</p>	<p>Appropriate Client personnel will be asked to participate in a short survey.</p>	<p>HEIACert will contact the Client to collect their feedback regarding their recent assessment experience, in order to improve HEIACert services.</p>



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11. Surveillance Assessment		
<p>UNANNOUNCED</p> <p>Planning for Surveillance Assessment begins from the 2nd month from the certificate issued until the expiry date.</p>	<p>The client will work with HEIACert to begin this planning process and the client shall agree and acknowledge according to the agreements.</p> <p>Notify HEIACert, If their change may affecting on certification, inform HEIACert to ensure the ongoing assessment plan/scheduling can be maintained.</p>	<p>HEIACert will contact the client to initiate this process, then follow the assessment plan process.</p>
12. Re-Certification		
<p>EVERY (1) YEAR ANNOUNCED RENEWAL/SUBSEQUENT ASSESSMENT</p> <p>Planning for Re-Certification for renewal assessment before the current agreements expiry date at least (2) months.</p>	<p>The Client will work with HEIACert to begin this planning process.</p> <p>If the client seeking to renew, shall complete and return the certification application within (30) days of receipt of the notification letter.</p> <p>If the client unwillingness to renew should be alerted to the prompt adoption of a written official letter, explaining the reasons at least (1) month prior to agreements expiry date.</p>	<p>HEIACert will contact the Client to initiate this process.</p> <p>HEIACert notifies the client due to the close proximity of agreements and if seeking to renew. Then repeat the processes from the application step above.</p> <p>HEIACert reserves the right to shorten the validity of the issued certificate.</p>

Please contact us for any inquiries or more clarifications regarding this guideline for the certification process.

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