

IOAS Inc.

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IOAS Operating Manual

Information and requirements specific to assessment against

procedures and requirements of

GLOBAL.G.A.P.



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Valid from: March 1, 2018

IOAS Operating Manual GLOBALG.A.P

1. Introduction

This operating manual contains specific information and requirements of the GLOBALG.A.P Accreditation programme implemented by the IOAS on behalf of the scheme owner, GLOBALG.A.P. c/o FoodPLUS GmbH. It should always be read in conjunction with the IOAS General Operating Manual which contains a full description of the IOAS and its overall approach to its work conducting accreditation and surveillance of certification bodies working in the field of organic and sustainable agriculture and related fields which is performed in line with ISO/IEC 17011.

It is the IOAS' approach to, as much as possible, harmonise the assessment process for the increasing range of schemes offered so as to reduce the burden of accreditation to all certification bodies. We are also continually working to gain recognition or equivalence of our work with scheme owners and government authorities such that we can offer 'one assessment, many accreditations'.

2. Standard (scheme) owner

2.1 GLOBALG.A.P's roots began in 1997 as EUREPGAP, an initiative by retailers belonging to the Euro-Retailer Produce Working Group who developed an independent certification system for Good Agricultural Practice (G.A.P.). EUREPGAP helped producers comply with Europe-wide accepted criteria for food safety, sustainable production methods, worker and animal welfare, and responsible use of water, compound feed and plant propagation materials. Over the next ten years the process spread throughout the continent and beyond. Driven by the impacts of globalization, a growing number of producers and retailers around the globe joined in, gaining the European organization global significance. To reflect both its global reach and its goal of becoming the leading international G.A.P. standard, EUREPGAP changed its name to GLOBALG.A.P. in 2007.

2.2 GLOBALG.A.P has a committee structure responsible for developing and defining the standard criteria, called Control Points and Compliance Criteria. They also define the cornerstone of the rules, called GLOBALG.A.P. General Regulations, which establish clear criteria for the successful implementation and verification of the standards. The role of the Technical Committees (TCs) is to maintain the GLOBALG.A.P. Standards.

3. GLOBALG.A.P accreditation and ISO17065 pre-requisite

3.1 The GLOBALG.A.P Accreditation programme is a voluntary accreditation programme which has been implemented by IOAS in 2018 in the framework of the recognition system that FoodPlus has established for the signatories of the Multilateral Agreement (MLA) on product certification at the International Accreditation Forum (IAF) Accreditation Bodies and the Memorandum of Understanding signed between GLOBALG.A.P and IOAS.

3.2 CBs accredited under GLOBALG.A.P scheme are required to certify against the GLOBALG.A.P Standard and requirements that can be freely downloaded from their website.

3.3 The CB can apply for one or more of the following scopes:

a. Farm based scopes:

1. IFA v5 CB- Crops base:

FV: Fruit and Vegetables

FO: Flowers and Ornamentals

CC: Combinable crops

TE: Tea

PPM: Plant Propagation Material

2. IFA v5 LB- Livestock base:

PG: Pigs

PY: Poultry

TY: Turkey

CS: Cattle & Sheep

DY: Dairy

CYB: Calf/young beef

b. CoC: Chain of Custody

c. CfP: Crops for processing

d. GRASP GLOBALG.A.P. Risk Assessment on Social Practice Add-on.

IOAS is however willing to consider applications relating to any other GLOBALG.A.P. scope previously confirming sufficient expertise and resources are available before proceeding.

3.4 In addition to the scopes, the CB shall apply for any of the GLOBALG.A.P certification options:

- Option 1 "Single producer certification": a single farmer receives a certificate;

- Option 2 “producer group certification”: a group of producers with a shared mandatory Quality Management System (QMS) receives one certificate for the entire group);
- Option 1 with multisite QMS: A multisite company with an implemented QMS.

3.4 The GLOBALG.A.P Accreditation programme is open to any Certification Body (CB) which meets the requirements of the programme and has been approved by the scheme owner (provisional approval and final approval processes).

3.5 Upon request, IOAS will send the interested CB an application form. When receiving the application back completed, IOAS will issue a confirmation of application including the applied standard scope and sub-scope to the applicant CB. The CB shall forward copy of that confirmation to the GLOBALG.A.P. Secretariat. See section 5 for details on IOAS application process.

3.6 The CB shall apply to IOAS for accreditation to ISO/IEC 17065 in the relevant GLOBALG.A.P. Standards and Sub-Scope(s). More than one scope may be selected at the time of application and the scope may be extended (or reduced) at any time. GLOBALG.A.P specific requirements apply. IOAS will at least assess personnel competency. Additional scopes and extension of scopes are subject to additional fees indicated in the IOAS fee schedule.

3.7 CBs shall obtain ISO/IEC 17065 accreditation within six months after the date of provisional approval. This period can be extended for an additional time span of six months if IOAS provides justified reasons explaining the delay. The CB shall submit the justified reasons to GLOBALG.A.P. There are also provisions for CBs that are not previously ISO17065 accredited. Please refer to GLOBALG.A.P website for the General Regulations Part III – Certification Body and Accreditation Rules for further information on CB approval process by GLOBALG.A.P. points 2.1.1 and 2.1.2.

3.8 Once ISO17065 accreditation has been obtained for the applicable GLOBALG.A.P standard and Sub-Scope(s), IOAS will issue an accreditation certificate stating the following: i) The extent of the accreditation sub-scope(s) it has been approved for, ii) The GLOBALG.A.P. normative documents and its version, (iii) Limitations to Option 1 (if applicable) and (iv) Territorial limitations (if applicable)

4. Requirements for accreditation

4.1 After obtaining the final GLOBALG.A.P. approval and the corresponding ISO ISO17065 accreditation achieved, the CB can place the GLOBALG.A.P.

trademark/logo on the certificate according to the applicable GLOBALG.A.P. certificate template.

4.2 The CBs are required to continuously comply with the terms of the “License and Certification Agreement” and “Sublicense and Certification Agreement” signed with GLOBALG.A.P and the “General Regulations”.

5. Procedure for assessment

5.1 The application procedure follows that described in the IOAS General Operating Manual at Section 7.

5.2 The applicant is made fully aware of its rights and obligations before application through the provision of this and related operating manuals and having access to sample copies of the IOAS accreditation contract (PL0502), arbitration agreement (PL0526) and the fee schedule (LS0503).

5.3 The completed application form must indicate the scopes being applied by the CB.

5.4 The length of initial and subsequent on-site visits and the activities undertaken (such as number of operator visits) will be influenced by the number of standards and sub/scopes applied for which will in turn determine the cost of the on-site visits. IOAS will carry out at least one initial witness audit to operations under any of the sub-scopes of the applied scope(s) before accreditation in case of Option 1 and in case of Option 2 or Option 1 multisite operation with QMS, IOAS will carry out at least one QMS witness audit to any of the sub-scope(s) within the scope(s) applied.

5.5 GLOBALG.A.P. provides IOAS access to all relevant records of the integrity program and complaint management system through an extranet. IOAS shall at least annually review the content of the extranet and take this into account in its next assessment. On request, IOAS shall send to GLOBALG.A.P. the latest results and report of the accreditation assessment. In this case, the CB shall be informed.

5.6 The CB shall be responsible for the information filed: documentation related to GLOBALG.A.P. procedures or GLOBALG.A.P. clients shall be made available to IOAS and to GLOBALG.A.P. on request. Copies of the inspection/audit reports, the objective evidences of implementation of the corrective actions or the fully completed inspection/audit checklist shall be provided to IOAS when requested.

6. Reference to IOAS accreditation and the scheme owner

6.1 The accredited CB may make reference to being accredited by the IOAS in accordance with the requirements described and referred to in the IOAS General Operating Manual.

6.2 Following the accreditation decision the CB will sign an accreditation agreement with a four year term which sets out the rights and obligations of both parties. An arbitration agreement is also signed which describes an agreed means of resolving disputes if normal means are exhausted.

6.3 On being accredited, the CB will receive a formal accreditation certificate which states that the organisation has been found to fulfil the requirements of GLOBALG.A.P. The certificate is issued annually and indicates the expiry date of the contract.

6.4 In addition the IOAS will include the CB in a public listing which will be updated as necessary to include any changes of scope, sub-scopes (if relevant) and countries of activity.

6.5 The accredited CB may make suitable claims on promotional material (brochures, web sites etc.) that the CB operates in compliance with GLOBALG.A.P. requirements as long as the scope of the declaration is made clear and matches that under 5.3.

6.6 Certificates issued by the CB bear either the IOAS logo or a declaration stating that the certificate is issued under the scope of IOAS accreditation according to IOAS policy PL0515.

7. Fees

The IOAS fee schedule is available at <http://www.ioas.org/assessment/application/>. The IOAS is able to provide a quotation of fees for the requested services but due to the many variables involved, these can only be used for orientation.

For any specific questions on assessment against GLOBALG.A.P. please contact your assigned IOAS Client Manager or Gergana Nentcheva: nentcheva@ioas.org

Contact details

IOAS Inc.

119 2nd Ave. West, Dickinson, ND 58601, USA

T: +1 701 483 5504; F: +1 701 483 5508

E: info@ioas.org

W: www.ioas.org

GLOBALG.A.P. c/o FoodPLUS GmbH

Spichernstrasse 55, 50672 Cologne, Germany

Tel.: +49 221 57776 -0; Fax: +49 (0) 221 57 993 -89

W: www.globalgap.org