

Steps to Follow for GLOBALG.A.P. Certification

- 1. The operator enters in contact with CERES.
- 2. CERES sends the following documents
 - → (3.1.7) Application and Registration Form for GLOBALG.A.P. Certification
 - → (3.1.8) Steps to Follow for GLOBALG.A.P. Certification
 - \rightarrow (3.2.46) Brief Introduction GLOBALG.A.P.
 - \rightarrow (4.4.8) Standard Inspection Program for GLOBALG.A.P. Inspections
 - → GLOBALG.A.P. General Regulations, Crop Rules, Control Points and Compliance Criteria, Checklist, General GLOBALG.A.P. Fees Table and GLOBALG.A.P. Product list.
- 3. The operator fills and signs the (3.1.7) Application and Registration Form and sends it to CERES.
- 4. CERES evaluates the application form and sends a:
 - → (3.3.1.1) Offer, (7.2.1) CERES Certification Contract and GLOBALG.A.P. Sublicense and Certification Agreement
- 5. If the operator accepts the quotation offer, he/she will transfer 50% of the offer value prior to the inspection and sends the signed Certification Contract and GLOBALG.A.P. Sublicense and Certification Agreement back to *CERES*. The costs for travelling and accommodation are usually not included in the offer.
- 6. CERES registers the operator in the GLOBALG.A.P. database, notifies the operator of his/her assigned GLOBALG.A.P. number (GGN), and pays the GLOBALG.A.P. registration fee.
- 7. Before the external inspection is carried out the operator performs an internal self-inspection using the current GLOBALG.A.P. checklist. If necessary, adequate corrective actions should be implemented prior to *CERES* inspection.
- 8. The external inspection is scheduled, and an audit plan is agreed on.
- 9. The external inspection is carried out and the inspector fills in the complete CERES Inspection Report (included GLOBALG.A.P. checklist and inspection report)
- 10. The inspection report and list all non-conformances / non-compliances are signed by the inspector and operator. He/she receives a copy at the end of inspection.
- 11. The complete inspection report is sent to *CERES* Germany where they are reviewed for consistency and compliance with the standard.
- 12. If corrective actions need to be implemented before being able to issue a certificate, the operator is informed by *CERES* and is provided with a list of non-conformances / non-compliances that need to be corrected prior to the issuing of the certificate.
- 13. The operator implements the corrective actions within 28 calendar days and informs *CERES* of its conformance / compliance. In special cases the necessity to carry out a second visit could arise to verify the implementation of the corrective actions.
- 14. The final invoice is issued by *CERES* covering the remaining 50% of the quotation as well as the costs for accommodation and transport of the inspector.
- 15. The operator pays the final invoice.
- 16. *CERES* updates the information in the GLOBALG.A.P. database and sends the certificate to the operator.
 - ⇒ See the processes in detail below....

In the annual certification and recertification process, the client has the right to present complaints or appeals to *CERES*. Complaints will be handled according to GLOBALG.A.P. rules. The client will be informed of the outcome of the complaint assessment.



