

Rev. Level	Document No. / Section	GLOBALG.A.P. Documentation / Description
2	GP-00	How To Use This Manual - Quality Management System (QMS)
- Master Procedures -		
2	<u>AFP-01</u>	<u>All Farm Base Procedure</u>
2	AF.1	Site History and Site Management
2	AF.2	Record Keeping and Internal Self-Assessment/Internal Inspection
2	AF.3	Worker Health, Safety and Welfare
2	AF.4	Subcontractors
2	AF.5	Waste and Pollution Management, Recycling and Re-use
2	AF.6	Environment and Conservation
2	AF.7	Complaints
2	AF.8	Recall/Withdrawal Procedure
2	AF.9	Food Defense
2	AF.10	GlobalG.A.P. Status
2	AF.11	Logo Use
2	AF.12	Traceability and Segregation
2	<u>CBP-01</u>	<u>Crop Base Procedure</u>
2	CB.1	Traceability
2	CB.2	Propagation Material
2	CB.3	Site History and Management
2	CB.4	Soil Management
2	CB.5	Fertilizer Use
2	CB.6	Irrigation and Fertigation
2	CB.7	Integrated Pest Management (IPM)
2	CB.8	Plant Protection Products (PPP)
2	CB.9	Equipment

Rev. Level	Document No. / Section	GLOBALG.A.P. Documentation / Description
2	FVP-01	Fruit and Vegetable Procedure
2	FV.1	Soil Management
2	FV.2	Substrates
2	FV.3	Pre-Harvest
2	FV.4	Harvesting
- GlobalG.A.P. Procedures -		
2	GP-00	Quality Management System (QMS) Use
2	GP-01	Brief Introduction to GLOBALG.A.P.
2	GP-02	Explanation of Certification
2	GP-04	Produce Handling Declaration
2	GP-05	Visitor Health / Safety Notification
2	GP-07	Harvest Hygiene Annual Inspection and Cleaning Procedure
2	GP-08	Harvest Hygiene Risk Assessment Worksheet (HACCP)
2	GP-09	Traceability for Recall or Withdrawal of Product
2	GP-10	Emergency Procedure – First Aid
2	GP-10s	Emergency Procedure – First Aid (Spanish)
2	GP-11	Emergency Procedure – Chemical Spill Clean-up
2	GP-11s	Emergency Procedure – Chemical Spill Clean-up (Spanish)
2	GP-13	Conservation Plan
2	GP-14	Restrictions on Plant Protection Products
2	GP-17	Export Declaration
2	GP-18	Plant Protection Product – Residue Risk Assessment
2	GP-19	Irrigation Water – Risk Assessment
2	GP-20	Food Safety and Worker Hygiene Training
2	GP-21	Risk Analysis Worksheet for Worker Safety and Welfare

Rev. Level	Document No. / Section	GLOBALG.A.P. Documentation / Description
2	GP-23	GLOBALG.A.P. Training and Document Requirement Cross Ref. to QMS
2	GP-24	Portable Toilet Risk Assessment
2	GP-25	Portable Toilet Procedures
2	GP-26	Plant Protection Product Application Record Explanation of Terms
2	GP-27	Animal Risk Assessment
2	GP-28	Integrated Pest Management
2	GP-29	Fertilizer and Micronutrient Storage – Risk Assessment
2	GP-30	Food Defense and Security Risk – Assessment and Procedure
2	GP-31	Organizing Grower Records
- GlobalG.A.P. Forms -		
2	GF-02	Farm Emergency Contact Information
2	GF-02s	Farm Emergency Contact Information (Spanish)
2	GF-03	Fertilizer Application Record
2	GF-04	Plant Protection Product Recommendation for Application Sheet
2	GF-05	Plant Protection Product Application Record (Versions A and B)
2	GF-06	Toilet and Hand Washing Facility Inspection Sheet
2	GF-07	Harvest Log
2	GF-08	Harvest Hygiene Cleaning and Inspection Sheet
2	GF-09	Visitor Sign In / Out Form
2	GF-10	Training Attendance Record
2	GF-11	Corrective Action Request Form
2	GF-12	Portable Toilet Annual Inspection Worksheet
2	GF-13 or GF-19	Maintenance and Calibration of Application Equipment
2	GF-14	Agricultural Activities Log
2	GF-15	Risk Assessment for New Agricultural Sites

Rev. Level	Document No. / Section	GLOBALG.A.P. Documentation / Description
2	GF-16	Waste and Pollution Management Risk Assessment Log
2	GF-17	Planting Log
2	GF-18	Soil Erosion Control
2	GF-19	Calibration
2	GF-22	Organic Fertilizer Risk Assessment
2	GF-23	Preventive Techniques Integrated Pest Management
2	GF-24	Monitoring and Observing Techniques Integrated Pest Management
2	GF-25	Intervention Techniques Integrated Pest Management
2	GF-26	Equipment Maintenance Log
2	GF-27	Soil Fumigation

- Group Use Only (Option 2) -

2	QMP-01	All Farm Base Procedure
2	QM.1	Legality, Administration, and Structure
2	QM.2	Management and Organization
2	QM.3	Document Control
2	QM.4	Complaint Handling
2	QM.5	Internal / External Document Control Log - QMS
2	QM.6	Internal Producer, Inspections and PMU
2	QM.7	Non-Compliance, Corrective Actions and Sanctions
2	QM.8	Product Traceability and segregation
2	QM.9	Withdrawal of Certified Product
2	QM.10	Subcontractors
2	QM.11	Registrations of Additional Producers

- Group Support Procedures -		
2	QMP-01	Adding New Bogs
2	QMP-03	Internal Self-Inspections
2	QMP-04	Export Declaration
2	QMP-05	Staff Competency and Qualifications
2	QMP-06	Document and Data Control
2	QMP-07	Group Organization Chart
2	QMP-08	MRL Risk Analysis Residue Testing
2	QMP-09	Pesticide Residue Results - Monitoring Log by Commodity
2	QMP-10	Restrictions on Plant Protection Products
2	QMP-11	GlobalG.A.P. Group Training / Document Requirement Cross Reference QMS
2	QMP-12	Final Number, Logo Use, and Traceability

- Group Support Forms -		
2	QMF-01	GlobalG.A.P. Duties, Responsibilities Agreement – Consent Form
2	QMF-02	Internal Audit Summary Form
2	QMF-03	Internal Self-Inspection or QMS Audit Corrective Action
2	QMF-04	GlobalG.A.P. Group Status Record
2	QMF-05	GlobalG.A.P. Internal/External Document Control Log
2	QMF-06	Plant Protection Product Sampling Log
2	QMF-07	Farm Visit Checklist

Reference Materials Section		
Rev. Level	Doc. #	GLOBALGAP Section Documentation/Description
Updated Annually	N/A	Active Substances Banned in the UK
Updated annually	WSU	2014 Cranberry Pest Management Guide

CranGAP
Gras2p

GLOBALGAP

- Table of Contents -

AF=All Farm Base Procedure, CB=Crop Base Procedures
FV=Fruit & Vegetable Procedures, GP=General Procedures,
GF=General Forms

TOC
REV 2
Page 6 of 6

Periodic	PNW 247	Cranberry Production in the Pacific Northwest
Periodic	None	WSU Cranberry Vine Newsletter
Updated Annually	N/A	Banned and Non-Authorized Pesticides in the UK
Updated Annually	N/A	Annual Crop Protection Guide for Tree Fruit in Washington (WSU Guide)
Updated Annually	N/A	Distributor Plant Protection Product List
Updated Annually	N/A	EU Maximum Residue Levels (MRL's)
Updated annually	FASonline	International Maximum Residue Level Database - http://login.mrlatabase.com/
Ver. 4.0-2		GLOBALGAP Checklists Version 4.0.2 March 2013, obligatory from: June 13

Change Record

Rev:	Date:	App's	Description of Change
1			First release for use
2	May 20, 2013		Update to Global Gap Version 4.0-2

Note: All clauses in this document are “Majors” and must be in full compliance.

Section	Title and Description
QM.1.1	LEGALITY, ADMINISTRATION AND STRUCTURE
QM.1.1.1	Legality
a)	<ol style="list-style-type: none"> 1. For Option 2: There is documentation available that clearly demonstrates that the applicant grower group is or belongs to a legal entity. 2. The grower group is not a multisite operation where an individual or one organization owns several production locations or “farms”, which in itself are NOT separate legal entities. This is not allowed under current rules. 3. Only a legal entity that can be certified under Option 1 can join a group for Option 2 certification. If a group or multisite joins another group or multisite, the two quality management systems shall merge into one to be managed by one single legal entity that will be the certificate holder. 4. For Option 1 multisite with QMS: Documentation is available that clearly demonstrates that the applicant is or belongs to a legal entity. 5. The Grower Group or Option 1 Multi-site maintains a current State and (if required) local business license as an agricultural related business entity. 6. For Option 2: The Grower Group has a direct responsibility over the production, handling and ownership of the products, thus it is responsible for the compliance with the GLOBALG.A.P. standard and General Regulations within the GLOBALG.A.P. grower group.
b)	<p>For Option 2: The (group's) legal entity been granted the legal right to carry out agricultural production and/or trading, and is able to legally contract with and represent the group members.</p> <p>For Option 1 multisite with QMS: The (group's) legal entity been granted the legal right to carry out agricultural production and/or trading, and is able to legally contract with and represent the production sites.</p>
c)	<p>The Grower Group (or option 1 multisite) has entered into a contractual relationship with GLOBALG.A.P. through the signature of the GLOBALG.A.P. Sub-License and Certification Agreement with a GLOBALG.A.P. approved Certification Body (CB), and has become the sole holder of the GLOBALG.A.P. certificate.</p>

d)	The (group's or the option 1 multisite operation's) legal entity does not operate more than one QMS per crop and per country.
QM.1.1.2	Growers and Production Sites
QM.1.1.2.1	Requirements for grower groups (N/A for option 1 multi-site operation)
(i)	<ol style="list-style-type: none"> 1. The GLOBALG.A.P. (Group Member) GLOBALG.A.P. Duties, Responsibilities (Consent) Agreement (see QMF-01) also outlines these roles with specific details for Group Administrator, Grower (and orchard manager), and Internal Inspector. 2. Each grower member signs this document. A copy is retained by the Group Administrator and one with the grower member. 3. GLOBALG.A.P. (Group Member) Consent Agreement (See QMF-01) includes a list of all major responsibilities of the Group Administrator, grower member, and Internal Inspector. In addition, the following information is on the agreement:
	<ol style="list-style-type: none"> a) Grower group name and legal identifier. b) Name or fiscal identification of the grower. c) Contact address. d) Details of the individual farm locations and any production management units (PMU), including certified and non-certified products. e) Details of area (crops) or quantity (tonnage). f) Commitment to comply with the requirements of the GLOBALG.A.P. standard. Grower group is able to demonstrate this by the product acceptance status in the GLOBALG.A.P. database. g) Agreement to comply with the group's documented procedures, policies, forms and, where provided, technical advice. h) Sanctions that may be applied in case of GLOBALG.A.P. and any other internal requirements not being met. In the Group Member Consent Agreement (QMF-01: GLOBALGAP Consent Form), the Grower/Property Managers section, subsection C outlines sanctions that may be applied in case of GLOBALG.A.P. and any other internal requirements not being met. i) Signature of grower and group representatives.

(ii)	Grower group registered members are legally responsible for their respective production locations (and any declared PMUs).
(iii)	All certified products of the grower under the group option are sold only through the group.
QM.1.1.2.2	Requirements for Multi-sites Applicable for a group member with multisite operation and for Option 1 multisite with QMS.
(i)	All PMUs/sites are owned or rented and under the direct control of the (group member or the option 1 multisite operation) legal entity.
(ii)	<p>There are written contracts in force between each PMU/site owner and the (group member or the option 1 multisite operation) legal entity for PMUs/sites that are not owned by the (group member or the option 1 multisite operation) legal entity.</p> <p>Do the contracts (QMF-01: GLOBALGAP Consent Form) include the following elements:</p>
	<p>a) Name and legal identification of the grower member/certificate holder (of the option 1 multisite operation).</p> <p>b) Name and/or legal identification of the site owner.</p> <p>c) Site owner contact address (physical and postal).</p> <p>d) Details of the individual PMUs/sites (address, products, hectare/quantity).</p> <p>e) Is it clearly indicated that the site owner does not have any responsibility or input or decision capacity regarding the production operations over the rented-out site.</p> <p>f) Signature of both parties' representatives.</p>
(iii)	The certificate holder is legally responsible for all the registered production, including placing the product on the market.
QM.1.1.3	Grower and Site Internal Register
	GLOBALG.A.P. Group Status Register (QMF-04: GLOBALGAP Farm List) is a register maintained of all GLOBALG.A.P. member growers, including all the applicable orchard sites (of the group member or of the option 1 multisite operation) used for production in accordance with the GLOBALG.A.P. standard.
QM1.1.3.1	Requirements for grower groups (N/A for option 1 multisite operation)

(i)	Our entire member growers (listed in QMF-04: GLOBALGAP Farm List) are registered individually on the GLOBALG.A.P. database according to the requirements of the General Regulations PART I; Annex 1.1.
(ii)	<p>QMF-04 Group Member Register contains:</p> <ul style="list-style-type: none"> a) The name of each grower b) The name of the contact person c) The full address (physical and postal) of every grower member d) Contact data (telephone number and e-mail and/or fax number) e) Other legal entity ID (VAT Number, ILN, UAID, etc.) for the country of production (if applicable) as published in Annex 1.1. f) The product registered by each grower member. g) Information on the growing/production area and/or quantity for each registered product. h) Information on the Certification Body(s). i) The current GLOBALG.A.P. status (according to the statuses as indicated in Annex I.4) of every grower member. j) The Internal inspection date for every grower member.
(iii)	<ol style="list-style-type: none"> 1. Growers of the legal entity who do not apply to be included in the GLOBALG.A.P. Group Certification are listed separately. 2. These non-GLOBALG.A.P. growers are not required to be registered in the GLOBALG.A.P. database (unless they have applied for a benchmarked option or any other GLOBALG.A.P. Standard). 3. This list is for management purposes within the grower group, and the disclosure of its contents externally is not required, unless it is needed for clarification of any issues raised for example on the effectiveness of the grower group's quality management system. 4. Additional rules for Parallel Production and Ownership are not applicable for these cases. All data protection rules shall be published and observed.
QM.1.1.3.2	<p>Requirements for Multi-sites</p> <p>Additionally, does the register (QMF-04: GLOBALG.A.P Farm List) contain the following information for each site:</p>

	<ul style="list-style-type: none"> a) Relation of legal entity with the production management unit (ownership, rented, etc.) b) PMU/site location c) Product registered d) Growing/Production area and/or quantity for each registered product. e) Date of internal inspection
QM.1.2	MANAGEMENT AND ORGANIZATION
	<p>a) The Grower Group has a management structure and sufficient suitably trained resources to effectively ensure that the registered growers meet the requirements of GLOBALG.A.P. on their production locations. A Group Administrator is responsible for management of the group. Members of the Field Technical staff assist him.</p>
QM.1.2.1	Structure
a)	<ul style="list-style-type: none"> 1. The structure enables the appropriate implementation of the quality management system (QMS) across all registered grower members and PMUs/sites. 2. The Grower Group has documented its organizational structure in the form of a chart (see QMP-07: Grower Group Organization Chart). The chart describes the links between Group Administration, field technical support, Internal Inspectors, and Auditor and grower members.
b)	The grower group has a management structure and sufficient suitably trained resources to effectively ensure that the registered growers and PMUs/sites meet the requirements of GLOBALG.A.P.
c)	QMP-07: Grower Group Organization Chart outlines the overall structure of the Grower Group.
(i)	QMP-07: Grower Group Organization Chart includes information about the GLOBALG.A.P. (EUREPGAP) Group Administrator - person responsible for managing the implementation of GLOBALG.A.P. (EUREPGAP) in the group.
(ii)	QMP-07: Grower Group Organization Chart includes information about the Quality Systems Management (QMS) person/department – person(s) responsible for managing the QMS. This is the Group Administrator.

(iii)	QMP-07: Grower Group Organization Chart includes the name(s) of the Internal Inspector(s) – person(s) responsible for the internal inspections of each grower member of the group annually.
(iv)	QMP-07: Grower Group Organization Chart includes the name(s) of the Internal Auditor – person(s) responsible for the internal audit of the Quality Management System.
(v)	QMP-07: Grower Group Organization Chart includes information about the agricultural or livestock technical person/department – person(s) responsible for technical advice to the group.
QM.1.2.2	COMPETENCY AND TRAINING OF STAFF
a)	<ol style="list-style-type: none"> 1. The duties and responsibilities of all personnel involved with the compliance of GLOBALG.A.P. requirements documented in QMP-05: Competency and Qualifications. 2. Group Administrator holds a position of sufficient seniority and resources to serve as the overall responsible person nominated for maintenance of the GLOBALG.A.P. certification.
b)	<ol style="list-style-type: none"> 1. The group ensures that all personnel with responsibility for compliance with the GLOBALG.A.P. standard are adequately trained and meet defined competency requirements. 2. The competency requirements, training, and qualifications for key staff are documented in QMP-05: Competency and Qualifications. 3. These qualifications are designed to meet GLOBALG.A.P. requirements but in some cases will exceed them.
(i)	The Group Administrator checks the internal auditor(s) competence (as set out in Annex II.1).
(ii)	The internal inspector(s) competence (as set out by Annex II.1 is checked by the internal auditor(s).
(iii)	Where the internal auditor does not have the necessary Food Safety and G.A.P. training, but only QMS training/experience, another person with these qualifications (and identified in the QMS) form as part of the “audit team” to perform the approval of the growers inspections.
c)	<ol style="list-style-type: none"> 1. The Grower Group records of qualifications and training for all key staff (managers, auditors, inspectors, etc.) involved in compliance with GLOBALG.A.P. requirements to demonstrate competence. 2. Training records are typically made using GF-10: Training

	<p align="center">Attendance Record.</p> <p>Note: <i>Since growers have been previously using training forms related to State Health and Safety, it is acceptable to use any training form that has the same basic information on it as GF-10. Grower must have approval of the Group Administrator before they can forms not from the Group QMS.</i></p>
d)	Records of online training and exams as offered by GLOBALG.A.P. and passed by the internal inspectors/auditors are maintained. (Applicable when made available in the relevant language.)
e)	The Grower Group makes sure internal auditor(s) and inspector(s) undergo training and evaluation (by documented shadow audits) to ensure consistency in their approach and interpretation of the standard.
f)	<ol style="list-style-type: none"> 1. The Grower Group Administrator utilizes State Agriculture Representatives, land grant college personnel, USDA contacts, and cranberry associations to maintain current knowledge of regulatory and legislative requirements that will impact the grower group. 2. This also includes maintaining contact with GLOBALG.A.P. organization directly or through their website to stay current on any changes made to requirements. 3. Training or information sessions are held to communicate this knowledge. Records are made of these sessions.
QM.1.3	DOCUMENT CONTROL
a)	1. All documentation relevant to the operation of the QMS for GLOBALG.A.P. compliance is in the QMS and are controlled. See Document Control QMP-06: Document and Control Data . This includes all:
	<ol style="list-style-type: none"> (i) Quality manual (ii) Policies (iii) Operating procedures (iv) Work instructions (v) Forms (records) (vi) External standards (Regulatory: USDA, EPA, FDA, WSDA, GLOBALG.A.P., etc.)
c)	1. Policies and procedures are sufficiently detailed to demonstrate the group's control of the principal requirements of the GLOBALG.A.P.

	<p>standard.</p> <p>2. They are written with the grower in mind to allow efficient implementation and maintenance of the QMS based on the GLOBAPG.A.P. standard.</p>
d)	All relevant procedures and policies are available to the grower group registered members and key staff in the QMS Manual.
e)	<p>1. The contents of the QMS Manual is reviewed at least annually to ensure that it continues to meet:</p> <p>2. The requirements of the GLOBALG.A.P. standard, including relevant modifications of the GLOBALG.A.P. standard or published guidelines that come into force incorporated into the Quality Manual within the time period given by GLOBALG.A.P.)</p> <p>The requirements of the grower group.</p>
QM.1.3.1	Document Control Requirements
a)	Document Control QMP-06: Document and Data Control procedure defines the control of all QMS documents.
b)	3. Document Control QMP-06: Document and Data Control defines how documentation is reviewed and approved by authorized personnel before issue and distribution.
c)	<p>1. Document Control QMP-06 defines how all controlled documents are identified with a document number (i.e., GP-01, GF-01), issue date (release date), review (revision) date, and are appropriately paged.</p> <p>2. All documents will have:</p> <ul style="list-style-type: none"> • Company name in upper left corner, • Document name upper center, • Document number, Revision number, page number in the upper right corner
d)	<p>1. All changes in QMS documents are reviewed and approved by authorized personnel (Group Administrator) prior to its distribution.</p> <p>2. All Policies, procedures and work instructions have a "change record" on the last page. This records:</p> <ul style="list-style-type: none"> ○ Date of revision ○ Revision level ○ Approval

	<ul style="list-style-type: none"> o Reason for changes
e)	<ol style="list-style-type: none"> 1. The QMS Manual is given to all registered member growers for use on their farm (s). 2. The Group Administrator and support staff keeps several copies of the QMS. 3. All QMS copies are controlled copies.
f)	<p>Document Control QMP-06: Document and Data Control defines the system in place to ensure that documentation is reviewed and that following the issue of new documents, obsolete documents are effectively removed from QMS Manual copies and destroyed.</p>
QM.1.3.2	RECORDS
a)	<ol style="list-style-type: none"> 1. Records cross reference GP-23: Training and Document Cross Reference GLOBALGAP vs. QMS lists all GLOBALG.A.P. required records and which records forms in our QMS Manual meet each of those requirements. 2. All records forms are controlled using revision level in the upper right corner. 3. Note: Change record does not appear on any forms. Instead, the changes record for forms is done on the Table of Contents (TOC). When a form is revised, it is noted on the TOC itself and also on the TOC change record on the last page.
b)	<p>All records from the QMS related to compliance of GLOBALG.A.P. requirements are kept for a minimum of two years.</p> <p>Note: WSDA requires all Crop Application Records to be kept for 7 years.</p>
c)	<ol style="list-style-type: none"> 1. Growers: are responsible to be sure all records <u>their</u> farm records are genuine, legible, stored and maintained in suitable conditions and accessible for inspection as required. 2. Group Administrator: is responsible for “group” records. These must be kept in a manner that does not allow them to become lost or compromised. 3. Suitable methods or locations: can be a simple file cabinet with folders for required documents, a large 3-ring binder (especially for smaller growers). 4. It is NOT acceptable for records to be “lost”.

d)	<p>Group Administration records are kept in a combination of on-line or electronically (QMS Manual master files) and on paper (certain grower information).</p> <p>Initials are listed in Change Record for approvals. Access to electronic master files is very limited, Group Administrator, and their designee(s).</p> <p>Electronic master files for QMS are backed up regularly (typically weekly).</p>
QM.1.4	COMPLAINT HANDLING
a)	<p>1. Complaint handling happens in two (2) ways:</p> <p>2. Grower local complaints: QMS Manual has information for growers to handle “local to their farm” complaints. All Farm Base Procedure AFP-1, section AF.6 defines complaints related activities and requirements. In addition, GF-11: Customer Corrective Action Request Form is used to record complaints.</p> <p>3. Group handles complaints from end customers and also monitors local complaints that growers receive. This is done during periodic farm visits and through Internal Group Inspections done annually. All Farm Base Procedure AFP-1, section AF.6 defines complaints related activities and requirements. In addition, GF-11: Customer Corrective Action Request Form is used to record complaints.</p> <p>Note: Some Group Complaints especially from Retail or broker customers are handled through the Packing Warehouse Customer Complaint Procedure (for Food Safety certified Warehouses).</p>
b)	<p>Packing Warehouse Complaint Procedures always include sections that describe how complaints are received, registered, identified, investigated, followed up and reviewed.</p>
c)	<p>1. Group Administrator works with (group) Packing Warehouse Food Safety Officer to make sure customers have access to making complaints.</p> <p>2. In the case of Gower local complaints, the grower will use GF-11: Customer Corrective Action Request Form to allow these complaints to be registered.</p> <p>3. Complaints from Group Packing Warehouse (i.e., Pesticide residue tests above the allowed) are recorded by the grower on GF-11.</p>
d)	<p>The procedure covers both complaints to the group and against individual growers.</p>

QM.1.5	INTERNAL QUALITY MANAGEMENT SYSTEM AUDIT
a)	The Internal Audit System is defined in QMP-03: Internal Self-Inspections , which includes both grower member orchard inspections and Group QMS Audits. The inspection/audit system uses the GLOBALG.A.P. Checklists for both.
b)	QMP-05: Competency and Qualifications defines Internal Inspector and Auditor qualifications (as well as Farm Managers). The Internal Auditor does the QMS Audits. QMP-05 is based on GLOBALG.A.P. requirements for inspector and auditors.
c)	QMP-03 Internal Self-Inspections calls for the Group QMS to be audited at least annually to maintain its accuracy and relevancy.
(i)	Internal auditors do NOT audit areas they are responsible for. The Group may use qualified outside contract auditors from time to time to help prevent or eliminate any conflict of interest.
d)	<ol style="list-style-type: none"> 1. QMP-03: Internal Self-Inspections defines in detail how and when audits and inspections are conducted. 2. Group Administrator will schedule (usually excel spreadsheet or similar tool) all Internal Group QMS audits. This is retained for each year. 3. QMF-04: GLOBALG.A.P. Group Status Record is used to summarize results of audits. This also serves as the Register of Group Member growers and their various orchard sites, fruit varieties and acreage of each. 4. GLOBALG.A.P. checklists are used for ALL Inspections and audits. 5. GLOBALG.A.P. QMS checklist is used for Internal QMS Audit. This is signed and dated by the Auditor and Group Administrator.
e)	The completed QMS checklist has comments for every QMS control point available on-site for review by the auditor during the external audit.
f)	Where the internal audit is not performed in one day but continuously over a 12-month period, there a pre-defined schedule in place. This is not applicable for the initial external audit.
QM.1.6	INTERNAL GROWER INSPECTIONS AND PRODUCTION MANAGEMENT UNIT (PMU) INSPECTIONS
a)	1. The Internal orchard Inspection System is defined in QMP-03: Internal Self-Inspection , which includes both grower member

	<p>farm inspections and Group QMS Audits.</p> <p>2. Internal inspections are done at least annually per QMP-03.</p> <p>3. The inspection/audit system uses the GLOBALG.A.P. Checklists for both.</p>
b)	<p>1. QMP-05: Competency and Qualifications defines Internal Inspector qualifications. The Internal Inspector does the orchard audits. QMP-05 is based on GLOBALG.A.P. Annex II.1 requirements for inspector and auditors.</p> <p>2. Only properly qualified Inspectors are allowed to perform farm inspections.</p>
b)	<p>1. QMP-03: Internal Self-Inspection Internal Group Inspections calls for the member grower’s orchards to be audited at least annually to maintain conformance to GLOBALG.A.P. Standard.</p> <p>2. Inspectors do use the GLOBALG.A.P. compliance criteria to maintain consistency with GLOBALG.A.P. requirements and each other (if more than one inspector is used).</p> <p>3. Inspectors audit against the entire checklist (all major, minor and recommended clauses).</p> <p>4. Inspectors are required to make supporting comments on their reports for all major musts, nonconformance’s and Not Applicable (N/A).</p>
c)	<p>The Group Administrator and Internal Group Auditor review all orchard inspections. The Internal Group Auditor determines status. See QMP-03 Internal Self-Inspection.</p>
d)	<p>QMP-01: Adding New Farms defines the process for adding additional acreage for existing member farms. This includes passing an Internal Group Inspection prior to being added to the Group. Certification Body (CB) is also notified in writing of any additions or deletions.</p>
e)	<p>Original inspection reports (GLOBALG.A.P. checklists) and notes maintained and are available for the CB inspection.</p>
f)	<p>QMP-04: Export Declarations GLOBALG.A.P. Group Status record is used to keep the status of all orchards.</p> <p>QMF-02: GLOBALG.A.P. Audit Summary Report defines all member farm inspections. This is the first page of the “Farm Inspection Package”. The farm inspection package includes QMF-02 and the three (3) GLOBALG.A.P. checklists: All Farm, Crop Base, Fruit</p>

	and Vegetable. The Inspection Package includes the following information:
(i)	The identification of registered grower and production location(s).
(ii)	The signature of the registered grower
(iii)	The date of the inspection
(iv)	The inspector name
(v)	The registered products
(vi)	The evaluation result against each GLOBALG.A.P. control point.
(vii)	<ol style="list-style-type: none"> 1. The checklists include details of what was verified in the comments section for the: <ol style="list-style-type: none"> a. Major Musts control points that are found to be compliant, b. Major and Minor Musts control points that are found to be non-compliant, and 2. Major and Minor Musts control points that are found to be non-applicable (unless a checklist is issued by GLOBALG.A.P. that pre-determines which Control Points and Compliance Criteria [CPCC] must be commented on). 3. This is needed to enable the audit trail to be reviewed after the event.
(viii)	Each inspection report contains the details of all non-compliances identified and time period for corrective action: 14 days for a Major must, 28 days for a minor must.
(ix)	Inspection result with calculation of (Minor Must control point) compliance level.
(x)	Duration of the inspection(s)
(xi)	Name of Internal Auditor that approved the checklist.
g)	The Group Internal Auditor (or audit team; see Appendix III.2) makes the decision on whether the grower is compliant with the GLOBALG.A.P. requirements, based on the inspection reports presented by the internal inspector.
h)	In case there is only one Internal Auditor who also performs the internal inspections, the management representative/group administrator identified in the QMS must approve the internal inspections.

i)	Where the internal inspections take place continuously over a 12- month period, there a pre-defined schedule in place. (Not applicable for the initial external audit.)
QM.1.7	NON-COMPLIANCES, CORRECTIVE ACTIONS AND SANCTIONS
a)	Non-compliances and corrective actions may result from internal or external audit / inspection Corrective Action Reports (CARs), customer complaints and failures of the QMS.
b)	<ol style="list-style-type: none"> 1. QMS Changes: The identification and evaluation of non-compliances to the QMS by the group or by its members is defined in QM-05: Internal Document Control. 2. Any registered grower member may suggest changes for the QMS to the Group Administrator who is responsible for coordinating any changes and implementing them as required. 3. Changes may also arise from a certification audit CAR in which case the Group Administrator will coordinate these changes as well.
c)	<ol style="list-style-type: none"> 1. All corrective action(s) following a non-compliance evaluated and a time frame defined for action. This includes QMS bog inspections or certification audit CARs. 2. Major musts are 14 days, minor musts are 28 days.
d)	<ol style="list-style-type: none"> 1. The responsibility for implementing and resolving corrective action CARs is as follows: 2. Farm Corrective Action Reports (CARs) are implemented by the Farm Group Administrator, Inspector or designee. This is done using form QMF-03: Internal Self-Inspection or QMS Audit CAR. A summary of the CAR verification visits is recorded on QMF-04: Group Status List also. 3. Group QMS CARs are implemented by the Group Administrator or his designee. They are verified and closed out by the Internal Group Auditor or qualified designee. This is done using form QMF-03. 4. External certification audits are implemented by the Group Administrator and verified and closed by the External Certification Auditor. This is recorded on the Certification Audit CAR forms provided by the auditor.
e)	The group operates a system of sanctions and non-conformances with their growers, which meet the requirements defined in the GLOBALG.A.P. General Regulations Part I. QMF-01 GLOBALG.A.P. (Grower Member) Consent Form , the grower responsibilities section

	<p>outlines the sanctions that may be applied and the conditions for these to occur.</p> <ol style="list-style-type: none"> 1. Major findings MUST be completed and closed ASAP or within two (2) weeks of audit (whichever is sooner). 2. Minor findings must be completed and closed within 28 days of audit unless otherwise noted on audit form. <p>Sanctions:</p> <ol style="list-style-type: none"> 1. Warning Issued: If a major finding or 5% minor findings are not completed within required time a warning is issued. 2. Suspension Issued: If this is not corrected with 14 more days a suspension is issued which temporarily removes the farm from the GLOBALG.A.P. group program. Once findings are corrected, the farm will be reinstated in the group. 3. Permanent Removal: If the farm fails an internal audit and corrects findings but fails again the next audit, it will be permanently removed from group.
f)	<p>QMF-01: GLOBALG.A.P. (Grower Member) Consent Form serves as a contract with individual growers for sanctions including the levels of Warning, Suspension, and Cancellation.</p>
g)	<p>Notification of Group Actions (adding or removing members):</p> <ol style="list-style-type: none"> 1. The Group Administrator or a designee will notify, in writing, the GLOBALG.A.P. approved Certification Body immediately of Suspensions or Cancellations of registered grower 2. The Group Administrator will also notify the GLOBALG.A.P. approved Certification Body immediately if new a grower member is added to the Group or if additional new acreage is being added to existing grower member farms.
QM.1.8	PRODUCT TRACEABILITY AND SEGREGATION
a)	<ol style="list-style-type: none"> 1. The product meeting the requirements of the GLOBALG.A.P. standard and marketed as such is traceable and handled in a manner that prevents mixing with non-GLOBALG.A.P. approved products. 2. The Group (Packing Warehouse) will always provide traceability and recall, as needed, through their Food Safety Trace-Recall System. This system is tested at least annually. 3. Bin or container tags for all fruit contain required trace information identifying the source of the fruit from the farm to the packed box

	<p>going to the end customer.</p> <p>4. The Group maintains the “identity preserved status” of the GLOBALG.A.P. fruit using the grower bog or lot number system. These numbers are unique to each grower and his bog locations and are maintained through to that number being printed on the final packed box.</p>
<p>b)</p>	<p>Identification and Trace of Product:</p> <p>1. The identification of registered products enables traceability of all product, both conforming and non-conforming to the applicable production sites. Bin or container tags with grower name (and lot number), variety or bog site, bog or lot number (if applicable), pick date and, if applicable, picker I.D.</p> <p>Mass Balance:</p> <p>1. A mass balance exercise is carried out to demonstrate compliance within the Group (Packing Warehouse). The amount of GLOBALG.A.P. “farm fruit” is compared with the amount of GLOBALG.A.P. packed fruit to be certain no fruit has been sold as GLOBALG.A.P. which was not.</p> <p>2. The amount of farm fruit received is compared with the records of fruit packed, culls, and rot. These must “balance” closely with a normal deviation of 1-2% allowed. Discrepancies are brought to the Group (packing warehouse) Management for resolution. Group Administrator coordinates these activities.</p> <p>3. Grower pack-outs are generally used to help determine the mass balance since they typically include all critical information mentioned above.</p>
<p>c)</p>	<p>The Group (Packing Warehouse) has effective systems and procedures in place to negate any risk of mislabeling or mixing of GLOBALG.A.P. certified and non-GLOBALG.A.P. certified products. This is done under the Group (Packing Warehouse) Food Safety QMS.</p>
<p>d)</p>	<p>In case there is a grower member of the group or the Option 1 multisite operation that has registered for parallel production, the Traceability and Segregation control points in the All Farm Module (AF.12) have been inspected both during the internal and external inspections.</p>
<p>e)</p>	<p>The Group (Packing Warehouse) operates procedures that enable registered product to be identifiable and traceable from receipt, through handling, storage and dispatch. This is done using the Food Safety QMS procedures and forms.</p>

QM.1.9	WITHDRAWAL OF CERTIFIED PRODUCT
a)	<ol style="list-style-type: none"> 1. The Group (packing Warehouse) has documented procedures in place to effectively manage the withdrawal of registered products. These procedures are part of the Packing Warehouse Food Safety QMS and are tested at least annually. 2. The Group Administrator works closely with the Group (Packing Warehouse) Food Safety Officer and Senior Management when a trace for recall or withdrawal may be required.
b)	<p>Group (Packing Warehouse) Food Safety QMS procedures identify the types of event which may result in a withdrawal, persons responsible for taking decisions on the possible withdrawal of product, the mechanism for notifying customers, and the GLOBALG.A.P. approved Certification Body and methods of reconciling stock.</p>
c)	<p>The Group (Packing Warehouse) Trace-Recall (withdrawal) procedure capable of being operated at any time.</p>
d)	<p>The Trace / Recall for withdrawal procedure is tested in an appropriate manner at least annually to ensure that it is effective and records of the test retained.</p>
QM.1.10	SUBCONTRACTORS
a)	<ol style="list-style-type: none"> 1. The Group Administrator ensures that all services subcontracted to third parties (typically pickers during harvest) are carried out in accordance with the requirements of the GLOBALG.A.P. standard (see control point All Farm AF.3.6.1). 2. All grower members who use subcontractors (such as harvest pickers) notify the Group Administrator that they are using subcontract workers. 3. The Group Administrator will make sure the grower understands that all subcontract workers must meet the same requirements (such as personal hygiene, safety training, etc.) as non-subcontract workers. 4. The grower member will make certain that all required training and records are kept for subcontract workers.
b)	<ol style="list-style-type: none"> 1. Grower members will maintain records to demonstrate that the competency of any subcontractor is assessed and meets the requirements of the standard. 2. The Group Administrator or his designee will verify (at or before the Internal Group Inspections of orchards) that grower members with

	subcontractors are following all GLOBALG.A.P. requirements.
c)	<ol style="list-style-type: none"> 1. Grower members are responsible for subcontractors working in accordance with the group's QMS and relevant procedures. 2. The Grower member will specify the need for subcontract workers to follow all the QMS and all GLOBALG.A.P. requirements in service level agreements or contracts between the grower member and subcontractor's representative, agency or service.
QM1.11	REGISTRATION OF ADDITIONAL GROWERS OR PRODUCTION MANAGEMENT UNITS AND SITES (PMUS) TO THE CERTIFICATE
a)	The group immediately updates the Certification Body (CB) on any addition or withdrawal of growers or PMUs/sites to/from the list of registered growers.

References

None

Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 13	<i>NB</i>	Revised from GlobalGAP V4.0 to V4.0-2

This procedure is for adding a farm to the Grower Group GLOBALG.A.P. Program.

1. All new farms must be within the same climatic and geographic area: _____

2. All new farms are to be top fruit of varieties deemed marketable in the worldwide market.

3. All new farms will have:

- a. An introduction to GLOBALGAP for Farm Owners / Manager(s) and key people on the farms. This provides an understanding of the purpose of GLOBALGAP and why we are doing it.
- b. A detailed look at the GLOBALGAP standard itself that is composed of three (3) checklists: All Farm Base, Crop Base, Fruit and Vegetable Base. The training for the checklists will take approximately four (4) hours.
- c. A detailed review of the GLOBALGAP based Quality Management System (QMS) Manual. The QMS manual is issued to them in Grayland, WA in June of 2014. The training for the checklist will require approximately four (4) hours to complete.
- d. A preliminary GLOBALGAP GAP assessment (pre-audit) to determine farm or field condition and corrective action required to achieve GLOBALGAP certification. Usually 3-4 hours for a single farm/field. A corrective action list is issued that must be completed in the following months.
- e. Corrective action follow-up for each new farm / bog. This is done approximately every 4-6 weeks until they are GLOBALGAP compliant by the QMS manager. Visits may be more frequent based on progress.
- f. Internal Group Self Assessment is performed when a new farm / bog is determined to be ready.
- g. Corrective action is completed in a timely fashion as defined on internal self-assessment.
- h. When all corrective actions are completed as required by GLOBALGAP and all other GLOBALGAP program requirements have been met, the farm or bog will be considered to be "GLOBALGAP certified" and a valid member of the GlobalGAP program. Fruit will then be allowed to ship as "GLOBALGAP Certified".
- i. Certification Body (CB) will be notified of all new farms / bogs that are being added to the GLOBALGAP program, including all required farm information as stated in GLOBALGAP Group Management Requirements. Only 10% of new farms / bogs can be added without approval of Certification Body.

4. The GLOBALGAP binder contents:

- a. The first three (3) sections (All Farms, Crop Base and Fruits and Vegetables) in the QMS Manual define, in general terms define how the Grower Group will operate to meet the GLOBALG.A.P. requirements.
 - i. **AFP-01** matches All Farm Base Checklist. **CBP-01** matches Crop Base and **FVP-01** matches Fruit and Vegetable Base.
 - ii. The numbering system (i.e., AF.1.2.1) in these procedures exactly matches the GLOBALG.A.P. checklists.
 - iii. When additional detail is required for a given section a procedure will be noted. Example: **GP-08** Harvest Hygiene Risk Assessment since more than a few paragraphs are required to address this topic, a separate procedure is provided.
- b. A general procedure section, which contains all the “support procedures” where more detail was required than, was prudent to have in the three (3) main procedures.
- c. A general forms section, which contains all the “support forms” required to meet GLOBALG.A.P. standard.
- d. The GLOBALG.A.P. Standard Checklists.
- e. The Grower Group GLOBALG.A.P. Production Policy that is part of the GLOBALG.A.P. Consent Form (**QMF-01**).
- f. A copy of the GLOBALGAP Group Organization Chart which defines roles and relationships for Group Administrator, Internal Group Inspectors/Auditors, field technical staff and grower members.
- g. Introduction materials (this procedure) that include an explanation of the certification process (including internal audits).
- h. An explanation of the audit team’s rights to access to the property and its records for the purposes of audit.
- i. An explanation of requirements with respect to public information.

References

None

Change Record

Rev:	Date:	Approvals	Description of Change
1			First issue for use
2	5/20/14		Update for Cranberry

Section	Title / Description
15.1.1	<p>Audit Frequency:</p> <ol style="list-style-type: none"> Farms: A minimum of one internal self-inspection against the latest GLOBALG.A.P. standard is conducted annually for each member grower’s orchards. Group QMS: A minimum of one (1) Internal Group QMS Audit will be conducted each year prior to any re-certification audits.
15.1.2	<p>Forms Used:</p> <ol style="list-style-type: none"> Farms: The farm internal self-inspections are documented on the GLOBALG.A.P. Checklists (3) as provided by GLOBALG.A.P. website. Group QMS: The Group QMS audit is done using the GLOBALG.A.P. QMS audit checklist. All three tabs are filled out.
15.1.3	<p>Internal Inspectors / Auditor(s):</p> <ol style="list-style-type: none"> The GLOBALG.A.P. Administrator / Manager will assign a qualified person or persons to perform/coordinate the Internal Group Inspections on an annual basis and be sure auditor independence is achieved. This may be contracted from an outside consultant, if required, to maintain freedom from conflict of interest. <p>Inspection consistency:</p> <ol style="list-style-type: none"> If more than one (1) Internal Group Inspector (for farms) is used, the Group Administrator will schedule audits such that Inspectors will “shadow” each other on at least two (2) audits to help maintain consistency between inspectors.
15.1.4	<p>Record Storage:</p> <ol style="list-style-type: none"> The GLOBALG.A.P. Administrator / Manager maintains the original inspection Corrective Action Records (CAR, form QMF-03) at the home office. Individual farms maintain the original completed GLOBALG.A.P. Internal Self-Inspection Checklist and a copy of the QMF-03 CAR form that lists all the deficiencies of internal audit.
15.1.5	<p>Internal Inspector/Auditor Reporting:</p> <p>The Internal Group Self-Inspection auditor will discuss all findings with the owner or Farm Manager <u>before</u> leaving the farm.</p> <p>Farm Inspections:</p> <ol style="list-style-type: none"> Auditor will ordinarily leave a CAR audit report (QMF-03) with corrective action(s) for the Farm Owner/Manager to review and sign. This report may also be delivered with the (3) working days of audit.

Note: Farm Manager and home office will keep originals of **QMF-03** CARs.

2. In addition, **QMF-02: Audit Summary Form** will be filled out by the Inspector and will be signed by the Farm Owner or Manager. This acknowledges that the audit has been performed, the status of the farm in relation to the GLOBALG.A.P. standard (i.e., conforms or not). The Group Administrator for each farm retains this.
3. Auditors will send/give a copy of the completed GLOBALG.A.P. checklist to the farm manager within one week of the audit date.

Group QMS Audits:

1. QMS Auditor will use GLOBALG.A.P. QMS Checklist and write all non-conformances on CAR form **QMF-03**. Group Administrator or designee will complete corrective actions as required. Internal Group Auditor will close the CARs as work is completed.

15.1.6

Self-Inspection Review:

GLOBALG.A.P. Administrator / Manager and Internal Self-Inspection Auditor(s) will review corrective action for each farm to verify:

1. Corrective action was successfully implemented
2. Corrective action has been completed within the required time
3. A farm can have no more than 3 minor correctives action, which are outstanding, and is therefore in compliance with GLOBALG.A.P. Standard. *No majors can be open and be in the group or certified.*

15.1.7

Follow-up on Corrective Action:

1. GLOBALG.A.P. Administrator / Manager is responsible for making sure all corrective actions are completed by the date indicated on audit reports.
2. Internal Group Auditor is responsible for making sure all QMS Corrective Actions are verified as completed and closed.
3. Farm Owner/Manager must list the date that corrective action was completed, and then initial it (on **QMF-03**). Administrator / Manager or Internal Self-Inspector will review work and close out with initials and date on same form. *Note: Another qualified person may be assigned to review and close CAR findings.*

Note: Major non-compliances are to be completed in 14 days; Minor non-compliances are to be completed in 28 days.

15.1.8	<p>Compliance:</p> <ol style="list-style-type: none"> 1. GLOBALGAP Administrator / Manager and Internal Group Auditor(s) will review all farm audits to determine if each farm is compliant with the GLOBALG.A.P. standard and individual farm responsibilities to the GLOBALG.A.P. Administrator / Manager. 2. Results will be noted on QMF-02: Internal Audit Summary Report and on QMF-04: GLOBALGAP group Status Record. Any problems will be discussed with the Farm Manager. See procedure GP-02: Explanation of Certification for additional details.
--------	--

References

1. Internal Audit Summary Form (**QMF-02**)
2. Internal Self-Inspection or QMS Audit CAR Report (**QMF-03**)
3. GLOBALG.A.P. Group Status Record (**QMF-04**)
4. Explanation of Certification (**GP-02**)

Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 2013	<i>NB</i>	Revision from GG V.4 to GG V4.0-2

This document defines the countries that are typical for cranberry exports from the coastal and intercoastal regions of Oregon and Washington State. This list may change during the year based on new customers. The Packing Warehouse and/or Shipper will make the final determination for fruit destination. *Note: Grower has NO control whatever on the final destination of the fruit they grow.*

Export year is September to October of the following year.

Current Approved Countries (Agrichemicals used were reviewed against MRLs.)

- **EU**

Countries Under Review for Export:

North America

- **Canada**

Europe

- **Germany**
- **Netherlands**
- **France**
- **Spain**
- **Austria**
- **Switzerland**
- **Poland**
- **Czech Republic**

Asia

- **Japan**
- **South Korea**

Central America

- **Mexico**

Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 13	<i>NB</i>	Revision from GlobalGAP V.4 to V 4.0-2

This document defines the competencies required in various important or critical roles.

1. **Administrator / Management** (representative)

- Complete understanding of GLOBALG.A.P. standard and related documents (appendices).
- Very good communication skills and able to translate technical standards into common language for average workers to understand.
- Good administration skills and able to plan, organize, and implement a large project/plan with little outside help.
- Have a reasonable working knowledge of the agriculture (cranberry) industry (2 years minimum) and related problems and issues.
- At least two (2) years of post-high school education and a commitment to continuous learning. (NOTE: an exception to this criterion may have been granted.)

2. **Internal Inspector** (as defined in GLOBALG.A.P. General Regulations, Appendix III, Sections 2, 3)

- Education: At least a post high school diploma or equivalent (minimum course duration of 2 years) must have been obtained in a discipline related to the scope of the certification (agriculture).
- Quality Management Systems (QMS): Practical knowledge of QMS use. Completion of a short (2 day) internal auditor training course related to QMS (Internal Auditor only)
- Hazard Analysis and Critical Control Points (HACCP): Training in HACCP principles either as part of formal qualifications or by the successful completion of a formal course based on principles of Codex Alimentarius.
- Food hygiene: Training either as part of formal qualifications or by the successful completion of a formal course.
- Pesticide and fertilizer: Training either as part of formal qualifications or by the successful completion of a formal course.
- Experience: A minimum of 1-year post-graduate experience in the fruit industry. This shall involve work in the production of horticultural products, or a quality assurance or food safety function within the fruit industry.
- Working language skills: in the corresponding native/working language or access to a translator. This must include the locally used specialist terminology in this working language.

3. **Farm Manager/Foreman (Property Manager)**

- Have a working knowledge of the GLOBALG.A.P. standard as defined in the checklist.
- Good communication skills. Including native language of farm workers in his employ or access to a translator.
- Must hold a valid WSDA Pesticide Applicator License.
- Must have a good understanding of Good Agricultural Practices (GAP).

Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 2013	<i>NB</i>	Revision from GG V.4 to GG V4.0-2

1. Purpose

1.1. To establish the procedure for preparation, distribution, control, and maintenance of controlled documents (as defined).

2. Scope

2.1. This procedure applies to the preparation, distribution, control, and maintenance of all Controlled Documents within the GLOBALG.A.P. Grower Group Quality Management System (QMS). These documents have been uniquely classified into distinct categories:

- Farm Documents -		
Prefix	Document Type	Document Description
AFP	Procedures	All Farm Base
CBP	Procedures	Crop Base
FVP	Procedures	Fruits and Vegetables
GP	Procedures	General Support Procedures
GF	Forms	Forms
RM	Reference Materials	Reference Materials: These may be of internal or external origin. Key industry and regulatory standards are included in this classification.
- Group Documents Only -		
QMP	Procedures	Quality Management System (QMS) - GROUP
QMF	Forms	General Forms - GROUP

3. Responsibility

3.1. General

3.1.1. All Grower Group GLOBALG.A.P. Quality Management System Documents are controlled documents. This includes documents developed internally by the Grower Group, by customers and supplied to the group, and by third parties (government, regulatory, and industry).

3.2. Definitions

3.2.1. **Controlled Document:** A written procedure or other document necessary to ensure that the quality of the products and services sold by the Grower Group conforms to applicable standards and customer requirements. Controlled Documents are maintained in order to ensure that all workers have access to and follow only the current (or correct) version of the procedure, data, policy, or standard.

3.3. Review and Approvals

3.3.1. Approvals Summary

Document Type	Purpose for Approval	Approvals Required
New	Initial release for use	GLOBALG.A.P. Group Administrator or their designee
Existing	Revision update	GLOBALG.A.P. Group Administrator or their designee
Obsolete	Legal history, etc.	GLOBALG.A.P. Group Administrator or their designee

4. Procedure

4.1. Control /distribution of GLOBALG.A.P. Grower Group Manual, quality procedures, and forms.

4.1.1. Distribution:

4.1.1.1. The Grower Group utilizes paper documentation and a master binder is used for revision preparation.

- The Grower Group Administrator or their designee is responsible for ensuring that all documents of the Grower Group Quality Management System Documentation are of the correct revision.

4.1.1.2. The Table of Contents (TOC) for the Grower Group Quality Management System Documentation is the first document of the manual. This is the master list that controls all documents in the Quality Management System. The TOC is updated to reflect the correct revision level of all Quality Management System documents and controlled External documents.

4.1.1.3. The Grower Group Administrator or their designee ensures that all classes of controlled documents are kept up-to-date. In addition, prompt removal of documents from distribution is required. The TOC is updated to reflect the correct revision level. The TOC is ALWAYS considered the master for revision control.

4.1.2. **Maintenance/revision** of the Grower Group manual, procedures, and forms:

4.1.2.1. Revisions to company controlled Grower Group Quality System documentation may be proposed by anyone, but the general basis for the change should be discussed with the Grower Group Manager or their designee prior to initiating the

change. The Grower Group Manager or their designee retains final approval authority for these documents.

4.1.2.2. ALL CURRENT revisions to a document (including the TOC) will appear in yellow or gray highlight. (*Note: Yellow highlights will appear as gray when printed or copied.*) This allows clear indication of changes for training and performing work.

4.1.2.3. When a document is revised, the previous yellow highlights will be removed and new yellow highlights applied to the new changes. Basic revision information is maintained for each revision in the “Change Record” block at the end of each document.

4.1.2.4. All documents in Quality Management Systems Manual will be reviewed at least yearly for their current relevance and accuracy. They will be revised as required to remain current with GLOBALG.A.P. standard, general regulations, and any related annexes that apply.

4.2. Control of reference standards, regulatory requirements, and customer support documents – internal and external.

4.2.1. Standards, Regulatory Guidelines/Standards are reviewed and approved for adequacy by the Group Administrator or a designee prior to use.

4.3. Control of Certification certificates (GLOBALG.A.P.)

4.3.1. Requests for copies of Grower Group GLOBALG.A.P. Certificate must be made to the Group Administrator or a designee who will determine the validity of the request. The Group Administrator or a designee is the only individual authorized to make copies of the Grower Group Certificates. Copies made will be logged into Registration Certificate control and Distribution Log (**GP-02: Explanation of Certification**) and distributed to the requesting party. This Log is maintained as a courtesy to the Registrar Organization and is made available to the Registrars Auditor(s) on request.

4.4. Obsolete copy retention policy

4.4.1. Any obsolete Group Quality Management System documents retained for legal and/or knowledge preservation purposes are marked “**Obsolete**”. Documents so marked are to be used primarily for research and are **never** to be used for the performance of work.

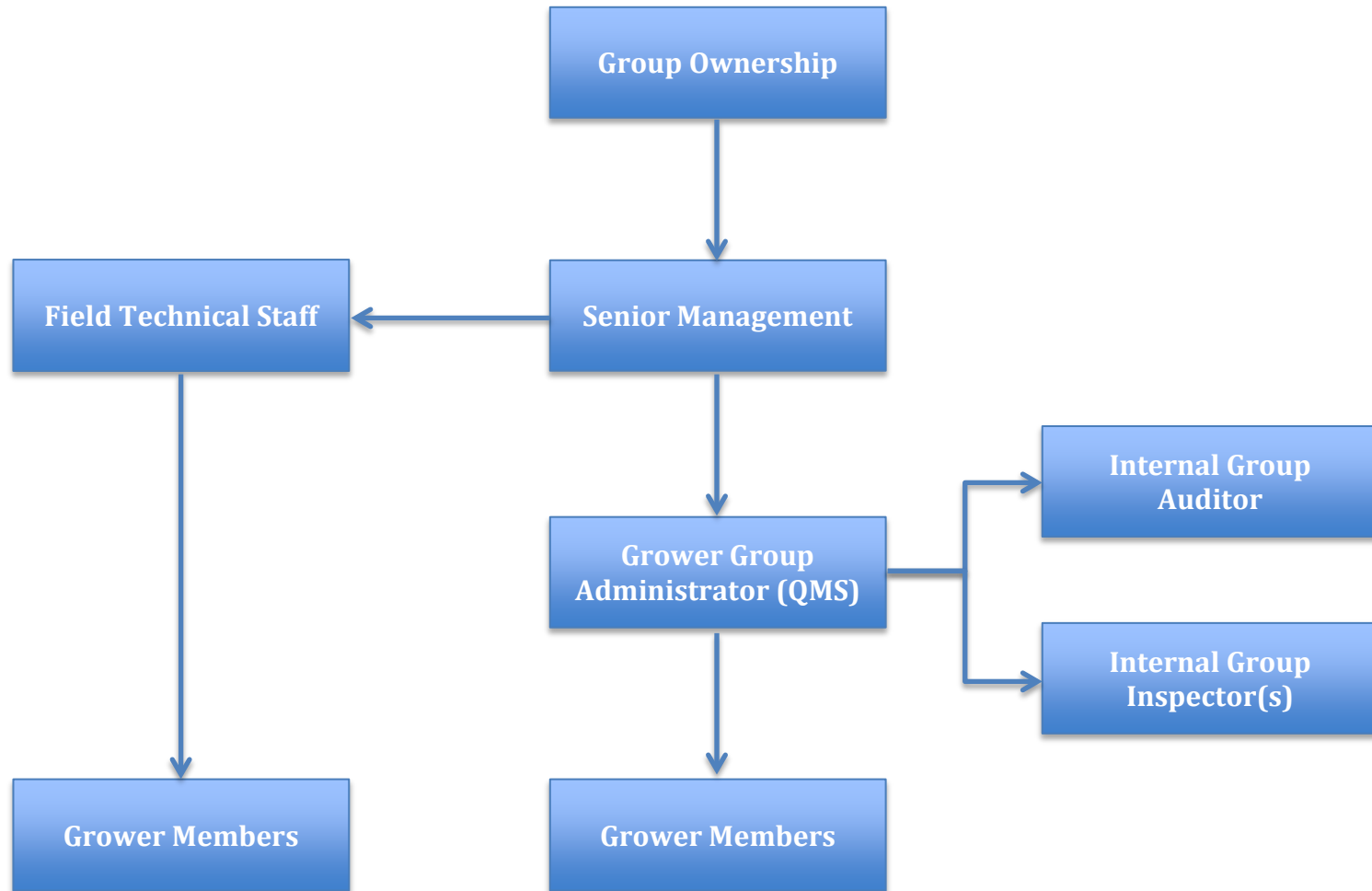
5. References

5.1. *GLOBALG.A.P.* Internal / External Document Distribution Log (**QMF-05**).

6. Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 2013	NB	Revision from GG V.4 to GG V4.0-2

Grower Group Organization Chart



Pesticide Residue Risk Factors for Cranberries.

Causal Factor	Risk Level
Pesticides used	High
MRL history	Low
Geographic production areas	Low
Seasonal variance	Low

Risk Identification:

Exceeding an MRL (maximum residue level) can occur due to multiple, varying causes such as exceeding the application rate, non-compliance with label instructions, drift from neighboring crops, poor equipment cleaning and/or maintenance, etc.

Commonly used Pesticides:

See MRL lists for pesticides used in cranberry production.

Maximum Contaminate Level (MCL) at Pre-harvest Interval (PHI)¹

Chemical Name	Trade Name	MRL Concern	
		No	Yes
Acephate	Orthene		X ²
Acetamiprid	Assail	X	
Carbaryl	Sevin XLR	X	
Chlorantraniliprole	Altacor	X	
Chlorothalonil	Bravo		X ^{2,3}
Chlorpyrifos	Lorsban	X	
Clothianidin	Belay	X	
Cyantraniliprole	Exirel	X	
Diazinon	Diazinon x		X ²
Difenoconazole	Quadris Top	X	
Dinotefuran	Venom	X	
Fenbuconazole	Indar 2F	X	
Imidacloprid	Admire 2F		X ²
Indoxacarb	Avaunt	X	

Maximum Contaminate Level (MCL) at Pre-harvest Interval (PHI)¹

Chemical Name	Trade Name	MRL Concern	
Methoxyfenozide	Intrepid	X	
Phosmet	Imidan	X	
Propiconazole	Orbit	X	
Prothioconazole	Proline	X	
Pyramite	Pyridaben	X	
Spinetoram	Delegate	X	
Spirotetramat	Movento	X	
Tebufozide	Confirm	X	
Thiamethoxam	Actara	X	

¹ Information extracted from a 2013 study conducted by Dr. Kim Patten, WSU, and jointly funded by the Cranberry Institute along with Ocean Spray Cranberries, and the Oregon Cranberry Growers Association.

² European Union

³ United States

Geography

Cranberry production areas are geographically similar such that no significant difference in residue risk is anticipated.

Seasonal Variance

The cranberry harvest season normally begins the last half of September and typically ends the first half of November.

Risk reduction

To minimize the risk of exceeding an MRL the following steps have been taken:

- All plant protection product label instructions concerning use are followed.
- Plant protection products that are not labeled for the crop are not used.
- Plant protection product application equipment is properly cleaned and maintained.
- Crop is submitted to an approved laboratory for residual plant protection product testing and results are submitted to the marketer.
- Laboratory is chosen based on chemicals in screen ensuring all applied plant protection products are analyzed.
- When collecting a sample for analysis, sub-samples from the perimeter are collected to evaluate any potential drift issues.
- MRL information for the country of destination is kept and used as a guide when determining what applications to make

Conclusion

The geographic region in which cranberries are grown is comparable, as are the production practices. Based on the 2013 MRL analysis, the GlobalG.A.P. Grower Group policy for pesticide residues is to test every week during harvest. When a GlobalGAP grower lot is not available for sampling, a non-GlobalGAP grower lot will be chosen for that week.

If a MRL for the European Union or the United States of a pesticide deemed to be of concern is exceeded, one more sample from another grower lot delivered during that week will be tested, if available.

Growers who have not been sampled in previous years will be selected the following year until all growers are sampled within a two-year sampling cycle. Whenever possible, sample results will be kept confidential.

MRL and label information changes yearly. Always consult your handler with regards to specific restriction and concerns they have for each pesticide on domestic and export fruit, and on processed and fresh fruit.

Rev:	Date:	Approvals	Description of Change
1			First release for use.
2	5/20/14	NB	Update for CranGAP

1. Near the beginning of each growing season, the grower or Grower Group field staff develops a recommended spray program for each commodity. This recommendation is based on their collective experience, industry research and industry publications (e.g. WSU Spray Guide). *Note: In a Grower Group, members are not required to follow this program and many choose to follow the recommended spray programs of their chemical consultants. These spray programs are very similar in structure.*
2. The grower (individual certification) will need to consult with the packing warehouse(s) to obtain any lists of restrictive MRLs that he may need to consider when spraying. Sensitive Plant Protection Products lists may be found through the Cranberry Institute (<http://www.cranberryinstitute.org/>), Codex Alimentarius (<http://www.codexalimentarius.net/pestres/data/commodities/details.html?id=109>), or the USDA Foreign Agricultural Service's (FAS) International Maximum Residue Level Database (<http://www.fas.usda.gov/maximum-residue-limits-mrl-database>).
3. The Grower Group Administrator or designee compiles a list of plant protection products that may be used in the upcoming season that have highly restrictive MRLs in countries that the marketing group expects to export to.
4. In a Grower Group, this information is compiled and sent to member growers. The grower, based on their expertise and in consultation with his or her advisors, will determine the most appropriate pesticides and time of year to use them.
5. **Banned products in the EU: Regulation (EC) No 1107/2009 and No 850/2004 Banned and Non-Authorized Pesticide and Persistent Organic Pollutants in the EU.**
 - 5.1. Each year the grower or Grower Group reviews **Regulation (EC) No 1107/2009 and No 850/2004**. If it is determined that a chemical in use in the US is banned in the EU then fruit sprayed with those chemicals will not be exported to the EU.

Date of Review	Person Who Reviewed	Signature

References

None

Change Record

Rev:	Date:	Approvals	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 2013	<i>NB</i>	Revision from GG V.4 to GG V4.0-2

This agreement is between _____ and _____ **Warehouse.** (hereafter known as WAREHOUSE, a packing house working in partnership with a sales organization, to which the following grower(s); identified on page 2 of agreement, who are GlobalG.A.P. certified as part of the _____ Grower Group, contracts a portion of their certified produce.

The parties above hereby agree to the following:

1. PACKER agrees that there will be no misuse of GlobalG.A.P. Number (GNN).
2. PACKER agrees that the GlobalG.A.P. word, number, and trademark logo are used only according to the General Regulations, Annex 1 and according to the Sublicense and Certification Agreement and that trademark or logo does not appear on final product.
3. PACKER agrees to follow the best practices in traceability of all fruit.
4. PACKER agrees to not mix uncertified product with GlobalG.A.P. certified product.
5. PACKER affirms and guarantees that they have in place a system that prevents the mixing of certified & uncertified products.

Warehouse: _____

Date: _____

GAP Manager

Warehouse (*Signature*)

Position

Date

References: AF. 10.1, 10.2, 11.1 & 12.1.1

This consent form acknowledges that Grower Group GLOBALG.A.P. farms will adhere to and follow the GLOBALG.A.P. standard. This also is the agreement of the obligations and responsibilities of being certified under GLOBALG.A.P.

THE GROUP ADMINISTRATOR RESPONSIBILITIES:

- A. Group Administrator will apply for certificate on the property's behalf.
- B. Group Administrator will communicate with the auditors and with property managers.
- C. Group Administrator will implement and oversee the administrative requirements of the group certification program.
- D. Group Administrator will implement the management and/or monitoring responsibilities at the property level.
- E. Group Administrator will insure internal audits every 12 months or sooner, as needed, on each member of the listed group.
- F. Group Administrator has the right to reject a group member after an acceptable period of time of receiving a corrective action and not taking action.
- G. Group Administrator will be in charge of plan development. This will include regular reviews of new revisions of GLOBALG.A.P. Standard as they are released.
- H. Group Administrator will provide property manager with all required documentation of group plan and GLOBALG.A.P. standard.

THE PROPERTY OWNER / MANAGER'S RESPONSIBILITIES:

- A. Property owner or manager is responsible for following all group scheme documents that are in their GLOBALG.A.P. farm binder and the GLOBALG.A.P. standards. These documents define all property managers' responsibilities. NOTE: Individual growers may not make claims about their GLOBALG.A.P. certification except as part of the Grower Group GLOBALG.A.P. Group Administration.
- B. Fully co-operate with Group Management and External Auditor's in the performance of their required GLOBALG.A.P. defined tasks. *This includes allowing full access to all farm property and records as required.*
- C. **GLOBALG.A.P. Number (GGN):** *If farm harvested produce is being handled by more than one warehouse for the same crop then the growers GLOBALG.A.P. Number (assigned through the Group Certification warehouse) needs to be assigned to each box of their product that is packed by ALL warehouses packing the same grower crop. For example: if the grower is certified through their primary warehouse for cranberries and they send cranberries to a secondary warehouse that warehouse must somehow assign the grower GGN to each box packed so that it is traceable. In addition, the*

grower is responsible to their primary warehouse for reporting that entire crop shipped by the secondary warehouse. This is usually done through the grower's pack-out that will show all fruit packed, rejects, culls, and waste. This is done for all certified crops.

- D. Property Managers who received corrective action must make the correction to the GLOBALG.A.P. standards in a timely fashion.
- Major findings MUST be completed and closed within two (2) weeks of audit.
 - Minor findings must be completed and closed within 28 days of audit (unless otherwise noted on audit form).

SANCTIONS:

- A. **Warning Issued:** If a major finding or 5% minor findings are not completed within required time, a warning is issued. The required time will not exceed 28 days.
- This is noted on **QMF-05: GLOBALG.A.P. Internal/External Document Distribution Log** and a copy is sent to the grower
- B. **Suspension Issued:** If the issues noted in the Warning are not resolved within the 28 day window, a suspension is issued which temporarily removes the grower from the GlobalG.A.P. producer group. Once the issues are resolved, the suspension is lifted and the grower is brought back in to the GlobalG.A.P. producer group.
- A grower is notified of a suspension by registered mail.
- C. **Cancellation:** If a grower does not resolve the issues noted in the suspension within 6 months of the suspension date, or if there is a non-conformance in one scope that leads to doubt about the integrity of the produce, the producer is removed from the GlobalG.A.P. producer group for a period of 12 months following the date of cancellation.
- The Farm Manager is notified by registered mail that the affected field(s) or lot(s) have been removed from the GlobalG.A.P. program.
 - The manager has 30 days to formally (by signed letter) protest the findings with the group manager/administrator and present their arguments within 30 days after filing their protest. If no protest is filed, the removal stands. After arguments are presented, the group manager may decide to rescind the Cancellation based on the evidence presented, or leave it in place.

GROUP MANAGEMENT INTERNAL INSPECTOR RESPONSIBILITIES:

- A. Perform internal audits for all Group farms at least once per year, minimum.
- B. Provide guidance to farm managers on corrective action from internal audits.
- C. Communicate regularly with Group Management Representative on audit and Corrective Action Report (CAR) results and general farm progress.

PRODUCTION POLICY:

Grower GLOBALG.A.P. Management Group, and certified farms, profitably delivers high quality fruit, in a safe and legal manner, to our worldwide customers while serving the best interests of both growers and customers. We achieve this by using an effective system of production methods as outlined in the GLOBALG.A.P. standard.

Property / Farm Manager

Name: _____ Signature: _____

Mailing Address:

See attached table for additional information

Change Record

Rev:	Date:	App's	Description of Change
1	15 Nov. 2011	<i>NB</i>	First release for use with Version 4.0 of GLOBALG.A.P. Standard and Checklists.
2	20 May 13	<i>NB</i>	Revised from GlobalGAP V4.0 to V4.0-2

This consent form acknowledges that Grower Group GLOBALG.A.P. farms will adhere to and follow the GLOBALG.A.P. standard. This also is the agreement of the obligations and responsibilities of being certified under GLOBALG.A.P.

THE GROUP ADMINISTRATOR RESPONSIBILITIES:

- A. Group Administrator will apply for certificate on the property's behalf.
- B. Group Administrator will communicate with the auditors and with property managers.
- C. Group Administrator will implement and oversee the administrative requirements of the group certification program.
- D. Group Administrator will implement the management and/or monitoring responsibilities at the property level.
- E. Group Administrator will insure internal audits every 12 months or sooner, as needed, on each member of the listed group.
- F. Group Administrator has the right to reject a group member after an acceptable period of time of receiving a corrective action and not taking action.
- G. Group Administrator will be in charge of plan development. This will include regular reviews of new revisions of GLOBALG.A.P. Standard as they are released.
- H. Group Administrator will provide property manager with all required documentation of group plan and GLOBALG.A.P. standard.

THE PROPERTY MANAGER'S RESPONSIBILITIES:

- A. Property owner or manager is responsible for following all group scheme documents that are in their GLOBALG.A.P. farm binder and the GLOBALG.A.P. standards. These documents define all property managers' responsibilities. NOTE: Individual growers/farms may not make claims about their GLOBALG.A.P. certification except as part of the Grower Group GLOBALG.A.P. Group Administration.
- B. Fully co-operate with Group Management and External Auditor's in the performance of their required GLOBALG.A.P. defined tasks. *This includes allowing full access to all farm property and records as required.*
- C. Property Manager's who received corrective action must make the correction to the GLOBALG.A.P. standards in a timely fashion.
 - Major findings MUST be completed and closed within two (2) weeks of audit.
 - Minor findings must be completed and closed within 28 days of audit (unless otherwise noted on audit form).

SANCTIONS:

- A. **Warning Issued:** If a major finding or 5% minor findings are not completed within required time a warning is issued. The required time will not exceed 28 days.
- This is noted on QMF-03 and a copy is sent to the grower
- B. **Suspension Issued:** If the issues noted in the Warning are not resolved within the 28 day window, a suspension is issued which temporarily removes the grower from the GlobalG.A.P. producer group. Once the issues are resolved, the suspension is lifted and the grower is brought back in to the GlobalG.A.P. producer group.
- A grower is notified of a suspension by registered mail.
- C. **Cancellation:** If a grower does not resolve the issues noted in the suspension within 6 months of the suspension date, or if there is a non-conformance in one scope that leads to doubt about the integrity of the produce, the producer is removed from the GlobalG.A.P. producer group for a period of 12 months following the date of cancellation.
- The Farm Manager is notified by registered mail that the affected lot(s) have been removed from the GlobalG.A.P. program.
 - The manager has 30 days to formally (by signed letter) protest the findings with the group manager and present their arguments within 30 days after filing their protest. If no protest is filed, the removal stands. After arguments are presented, the group manager may decide to rescind the Cancellation based on the evidence presented, or leave it in place.

GROUP MANAGEMENT INTERNAL INSPECTOR RESPONSIBILITIES:

- A. Perform internal audits for all Group farm at least once per year, minimum.
- B. Provide guidance to farm managers on corrective action from internal audits.
- C. Communicate regularly with Group Management Representative on audit and CAR results and general ranch progress.

PRODUCTION POLICY:

Grower GLOBALG.A.P. Management Group, and certified farms, profitably delivers high quality fruit, in a safe and legal manner, to our worldwide customers while serving the best interests of both growers and customers. We achieve this by using an effective system of production methods as outlined in the GLOBALG.A.P. standard.

Property / Farm Manager

Name: _____ Signature: _____

Mailing Address:

See attached table for additional information (if applicable).

FARM/GROWER/GROUP MANAGEMENT: _____

DATE: _____

AUDITOR(S): _____ PAGE: _____ OF _____

CRANBERRY VARIETIES AUDITED: _____

CONTACT PERSON(S) AUDITED: _____

LOCATION: _____

GENERAL ASSESSMENT OF THE FARM (i.e., conforms to standard, compliant, implemented):

DOCUMENTATION REVIEWED (if not attached; i.e., spray records, etc.)

FARM OWNER / MANAGER'S REVIEW OF AUDIT

SIGNATURE

DATE

FARM OWNER / MANAGER'S COMMENTS:

AUDITOR'S SIGNATURE: _____ DATE: _____

LIST OF MAJOR and MINOR MUSTS REQUIRING ACTION:

- See attached Corrective Action Report (CAR) GF-11

AUDIT CLOSED BY: _____ DATE: _____

NOTE

- Major findings **MUST** be completed and closed ASAP or within two (2) weeks of audit (whichever is sooner).
- Minor findings must be completed and closed within 28 days of audit (or as defined on audit report).

Title GlobalG.A.P. Group Status Record								
Farm / Bog #	Acres	Varieties	Date in Program	Internal Audits 2016	GLOBALGAP Compliance Status	External Audit 2015	Internal Audits 2016	External Audit 2016
Address								
Total								
Total								
Total								
Total								

Farm / Bog #	Acres	Varieties	Date in Program	Internal Audits 2016	GLOBALGAP Compliance Status	External Audit 2015	Internal Audits 2016	External Audit 2016
Total								
Total								
Total								
Grand total								

Grower: _____ Farm: _____

Inspector Name: _____ Date: _____

Description	Done?	Comments
Visit Purpose		
<ul style="list-style-type: none"> • Explain manual use, check pesticide storage and mix/load stations • Let growers know about recent changes in topics like: <ul style="list-style-type: none"> ▶ Cars parking on the farm or near the bog ▶ Designated eating areas ▶ Irrigation waster testing ▶ MRL testing 		
<ul style="list-style-type: none"> • Answer any questions 		
<ul style="list-style-type: none"> • Communicate CLEARLY that records are not a “massive” effort! 		
Visit Introduction Comments		
<ul style="list-style-type: none"> • Remind grower that due to federal, state and local regulations they “should” be doing, they should be 80% in compliance with GLOABLG.A.P. already! 		
<ul style="list-style-type: none"> • Since the above is “true,” then approximately 80% of the Master Procedures should be recognized as “required” already. 		
<ul style="list-style-type: none"> • Grower should “FOCUS” on the 20% they don’t know, not the 80% they do! • When growers read the manual, they should take some notes on the parts they “DON’T” know! 		
Grower QMS Manual		
<ul style="list-style-type: none"> • Update the growers manual, as required, with any new documents (especially forms) 		

Description	Done?	Comments
<ul style="list-style-type: none"> Explanation of manual use (how it's organized), especially the document numbers in the upper right corners! 		
<p>Explain Master procedure use:</p> <ul style="list-style-type: none"> Remind grower that there are three (3) checklists for which they are accountable: All Farm, Crop Base, and Fruit and Vegetable. Each Master Procedure matches the same name GLOBAPG.A.P. Checklist-<i>All farm checklist matches All Farm Base Procedure.</i> The left margin numbering on Master Procedures "EXACTLY" matches the same numbering in left margin of GLOBALG.A.P. Checklist. Example: AF.1.1 in checklist matches AF.1.1 in Master Procedure. When you want to know what "to do" to comply for any clause in a checklist, look it up in the same Master Procedure using the clause number from the checklist. Master procedures will sometimes reference "General Procedures" which provide more detail. These are numbered GP-xx. "P" is for procedure. These are located starting right after the Fruit and Vegetable Procedure (FVP-01). It is a good idea to mark this spot with a "tab" of some kind. Master procedures will sometimes reference "General Forms" which have to be filled out. These are numbered GF-xx. "F" is for form. These are located right after GP-26. It is a good idea to mark this spot with a "tab" of some kind. 		
<p>Explain General Procedures (GPs):</p> <ul style="list-style-type: none"> Some are "Warehouse does." Place a "W" on left side margin to help the grower identify procedures that does require their focus. <i>Write "W" (Warehouse) at top of that page.</i> 		

Description	Done?	Comments
<ul style="list-style-type: none"> • Determine any procedures that are “N/A” for this grower, mark N/A on left side margin (Ex: organic fertilizer, pit toilets [if they have none], etc.) • Briefly explain each General Procedure (GP) while reading the name from the TOC. Skip any that are N/A or W. 		
<p>Explain General Forms (GFs):</p> <ul style="list-style-type: none"> • Determine any forms that are “N/A” for this grower, mark N/A on left side margin of the TOC forms page (Ex: organic fertilizer, portable toilets [if they have none], etc.) Also mark the same forms on the Organizing Records Form • Using the Organizing Records form and explain the concept of “annual” vs. non-annual records. • Note that in most cases the “Annual” forms take very little time to fill out a file. • Briefly explain each GF forms while reading the name from the Table of Contents (TOC). Skip any that are N/A. • Remind grower to make copies of all forms they will need before starting to fill them out! 		
<ul style="list-style-type: none"> • Using approved forms only? 		
Farm Map		
<ul style="list-style-type: none"> • Number of acres? Crops, varieties, fields or bogs, if applicable? 		
<ul style="list-style-type: none"> • Reference locations of chemical storage, mix/load station, water sources, office, etc.? 		
Farm Site		
<ul style="list-style-type: none"> • Clean and free of “basic” litter 		
<ul style="list-style-type: none"> • Areas designated for eating (away from fruit), food storage, drinking water, hand washing, toilets? 		

Description	Done?	Comments
<ul style="list-style-type: none"> Adequate provision for litter/trash disposal 		
<ul style="list-style-type: none"> Evidence of recycling program when waste such as metal, cardboard, plastics, oil, old equipment, etc. are present? 		
Visitor Check-in		
<ul style="list-style-type: none"> Visitor check-in sheet available and used? 		
<ul style="list-style-type: none"> Visitor hygiene policy available? 		
Certificates Reminder		
<ul style="list-style-type: none"> First aid cards 		
<ul style="list-style-type: none"> Pesticide applicators license information is up-to-date? 		
Bulletin Board Reminder		
<ul style="list-style-type: none"> All required signs posted for pesticide label, L&I, WSDA? 		
Signage Posted		
<ul style="list-style-type: none"> Farm owner/Manager contact Information? 		
<ul style="list-style-type: none"> Hand washing for all workers and visitors? (after eating or restroom use) 		
<ul style="list-style-type: none"> Designated eating and smoking areas? 		
<ul style="list-style-type: none"> Safety signs? 		
<ul style="list-style-type: none"> All other signs displayed as required per federal and state regulations? 		
<ul style="list-style-type: none"> Potential hazards clearly identified? 		
Potable Drinking water		
<ul style="list-style-type: none"> Drinking water available to all workers? 		

Description	Done?	Comments
Restrooms / Portable Toilets		
• Clean? Covered trash containers?		
• Supplied with paper towels, toilet paper, hand soap, and water?		
• Easily accessed for cleaning and maintenance?		
• Cleaned and serviced per schedule with records?		
• Located within ¼ mile?		
• NOT located in bog with harvestable fruit?		
First Aid Kits		
• Stocked with clean supplies?		
• Employees instructed in use (as required)?		
• Trained personnel are identified?		
• Emergency washing facilities are functional and readily accessible?		
Tools and Equipment		
• Proper guards are in place?		
Chemical Storage		
• Clean and organized?		
• Dry ingredients stored above wet ingredients?		
• Insecticides stored separately from herbicides?		
• Measuring cups, spoons, scales, scissors, knives are labeled "For Pesticide Use Only"?		

Description	Done?	Comments
<ul style="list-style-type: none"> All products are properly labeled and inventoried? 		
<ul style="list-style-type: none"> Light is available (electric, flashlight, etc.)? 		
<ul style="list-style-type: none"> Worker decontamination: Water for emergency body wash and routine washing, eyeflush, eyewash, change of clothes, soap, disposable towels? 		
<ul style="list-style-type: none"> Chemical storage secure and access restricted to those with training and authorization? 		
<ul style="list-style-type: none"> Fire resistant? 		
<ul style="list-style-type: none"> Able to retain spillage? 		
<ul style="list-style-type: none"> Well ventilated? 		
<ul style="list-style-type: none"> Only pesticide related products, tools, and equipment stored together? 		
<ul style="list-style-type: none"> Inventory of products posted? 		
<ul style="list-style-type: none"> Mixing scale(s) calibrated? 		
<ul style="list-style-type: none"> First aid kit(s)? 		
<ul style="list-style-type: none"> Posted first aid, accident/spill, emergency contact procedures? 		
<ul style="list-style-type: none"> Spill kit: clay cat litter/sand, plastic bags, dust pan or shovel for cleanup? 		
<ul style="list-style-type: none"> Rinse empty containers per label instructions? 		
<ul style="list-style-type: none"> Empty containers stored securely? 		
<ul style="list-style-type: none"> SDS up-to-date and available? 		
Fertilizer Storage		
<ul style="list-style-type: none"> Fertilizer stock inventory (if applicable)? 		
<ul style="list-style-type: none"> Inorganic fertilizers stored separately 		

Description	Done?	Comments
form plant protection products? (In sealed containers or bags)		
<ul style="list-style-type: none"> • Stored in clean, dry, and covered area and to reduce risk to the environment? 		
Plant Protection Products (PPP)		
<ul style="list-style-type: none"> • Sprayers/chemigation system calibrated and recorded? 		
<ul style="list-style-type: none"> • Mixing scale calibrated and recorded? 		
Mixing / Loading Area (if separate from pesticide storage area)		
<ul style="list-style-type: none"> • Adequate and accurate equipment for measuring and mixing product? 		
<ul style="list-style-type: none"> • Emergency eyewash immediately available to each handler and an eyeflush facility? 		
<ul style="list-style-type: none"> • Hand washing facility? 		
<ul style="list-style-type: none"> • Shower facility? 		
<ul style="list-style-type: none"> • First aid kit? 		
Personal Protective Equipment (PPE)		
<ul style="list-style-type: none"> • Designated storage area for PPE that is separate from plant protection products? 		
<ul style="list-style-type: none"> • PPE available, clean, in good repair, and readily available? 		
<ul style="list-style-type: none"> • PPE stored separately from personal clothing and belongings? 		
Farm Sewage / Septic / Portable Toilets		
<ul style="list-style-type: none"> • Known location(s)? 		

Description	Done?	Comments
<ul style="list-style-type: none"> No signs of leakage or runoff? 		
Manure / Compost		
<ul style="list-style-type: none"> Storage area is contained to prevent contamination? 		
<ul style="list-style-type: none"> Storage area is contained to prevent contamination of bog? 		
<ul style="list-style-type: none"> Raw form is not applied without proper treatment and timing? 		
Livestock and/or Wildlife		
<ul style="list-style-type: none"> No excessive amounts of wildlife, insects, or other pests visible? 		
Harvest Containers		
<ul style="list-style-type: none"> Are not used for carrying or storing non-produce items? Are clean and suitable for the tasks? 		

Change Record

Rev:	Date:	App's	Description of Change
1	15 Nov. 2011	NB	First release for use
2	20 May 2013	NB	Revision from GG V.4 to GG V4.0-2