

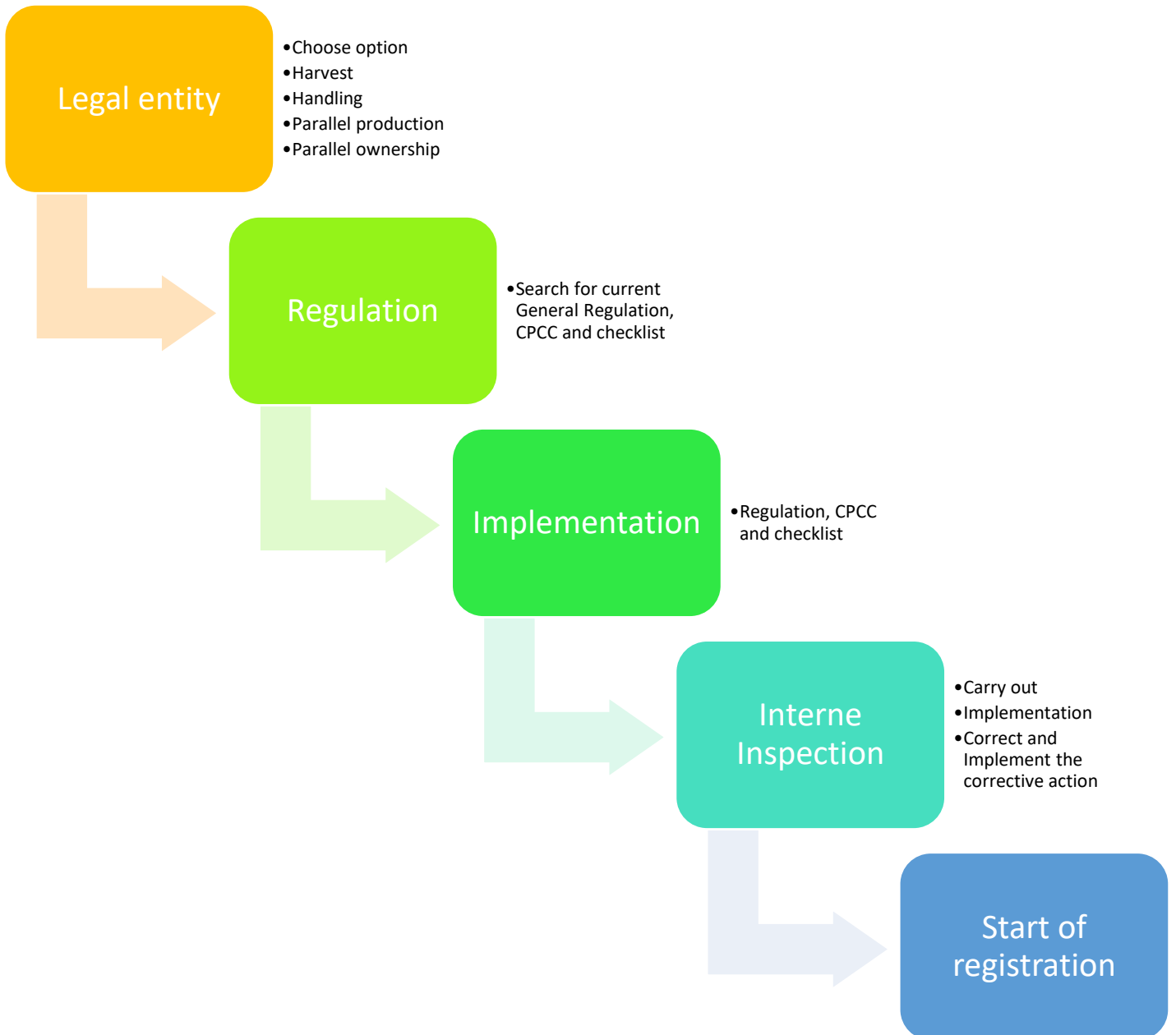
## Steps to Follow for GLOBALG.A.P. Certification

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
  - (3.2.46) Brief Introduction GLOBALG.A.P.
  - (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.



**1. Certification preparation:**



## 2. Registration process by Certification Body (CB):



## 3. Evaluation and decision process:

