



Certification Terms & Conditions for Baltic Control Certification A/S regarding certification within the following schemes:

- **GLOBALG.A.P. Standard (Good Agricultural Practice):**
 - **IFA v.6 Smart, IFA v.6 GFS**
Integrated Farm Assurance Option 1 & Option 2 (group certification with QMS)
Scope: Plants
Sub-scopes:
 - Flowers & Ornamentals (IFA v.6 Smart)
 - Fruit & Vegetables (IFA v.6 Smart, IFA v.6 GFS)
 - Combinable Crops (still included in IFA5.2)
 - Plant Propagation Materials (still included in IFA5.2)
 - Add-Ons:
 - GLOBALG.A.P. Risk Assessment for Social Practices (**GRASP 2**)
 - **Chain of Custody V.6.1 Nov22**
Scope: Crops
Sub-scopes:
 - Flowers & Ornamentals
 - Fruit & Vegetables
 - Combinable Crops
 - Plant Propagation Materials

Description of the product certification scheme:

- General
- Award of the certification
- Maintaining certification
- Expanding/changing the certification
- Suspension and cancellation
- Using the GLOBALG.A.P. trademark and logo
- Confidentiality and impartiality
- Cancelling audits
- Complaints and appeals

General:

- Baltic Control Certification A/S carries out third party product certification in compliance with the standard ISO 17065:2012
- A certification is based on an application from a producer (applicant) for certification of a product. Baltic Control Certification (the Certification Body - hereinafter called CB) will establish the basis for the evaluation of the product in cooperation with the applicant by defining which criteria from standards, legislation, schemes, regulations, etc. will apply to the certification (scope).
- The CB shall limit its requirements, evaluation and certification decision to the circumstances specifically relating to the relevant scope of certification.
- The CB may allow evaluations to be carried out by own employees or by means of subcontractors. The CB shall always have the full responsibility for subcontracted assignments.

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- The applicant shall provide access during the evaluation to relevant personnel, equipment, documentation (including the applicant's subcontractors) and sites.
- The applicant ensures proper arrangements for investigating complaints, while the client maintains a record of all complaints related to certification compliance, provides these records to the CB upon request, takes appropriate actions to address the complaints and any identified deficiencies in products affecting compliance, and documents the actions taken.
- The applicant shall consistently meet the certification requirements, including implementing necessary changes when communicated by the CB.
- The applicant must ensure that for ongoing production, the certified product consistently meets all product requirements.
- The accreditation agency (DANAK) and other relevant observers and representatives are granted access to the CB's activities.
- The applicant shall be notified regarding amendments to the certification terms and conditions.
- The CB shall notify applicant in the event of amendments to the standard.
- The certified entity shall not use the product certification in a way that will discredit the CB or make statements regarding the product certification in a way that the CB will find misleading.
- Baltic Control Certification A/S carries out GGAP certification activities according to Baltic Control® Terms & Conditions <https://www.bccertification.dk/om-os/terms-conditions>

Award of the certification:

1. The applicant shall approach the CB. This approach is registered and GLOBALG.A.P. Certification and Sublicense Agreement, the Certification Terms and Conditions GLOBALG.A.P. as well as BCC Contract for GLOBALG.A.P. (one of the following) are forwarded:
 - 1.1. BCC Contract for GLOBALG.A.P., Option_1
 - 1.2. BCC Contract for GLOBALG.A.P., Option_2
2. The relevant BCC Contract for GLOBALG.A.P. is signed by the applicant and returned in completed state to the CB.
3. Time and place for audit is arranged with applicant.
4. An audit team (only authorised auditors who have signed confidentiality and impartiality agreements are used) and a certification committee is established.
5. The audit programme is forwarded to applicant stating: agreed time and place, auditor and auditor's contact information, audit programme.
6. Auditors receive work instructions and carry out audit and draw up a preliminary report.
7. The audit will end with the auditor providing a preliminary assessment of the evaluation results including notification of any non-conformities/ non-compliances to be closed and of any corrective actions to be implemented in order to rectify the situation. Deadline is to be given by the CB. The deadline is within 28 days. The applicant is informed that any open non-conformities after the deadline will be registered in the GLOBALG.A.P. database.
8. The certification committee reviews the preliminary report following the audit. In the event of the certification committee changing this assessment, the applicant is to receive notice without delay.
9. The complete result including documentation of closed non-conformities is to be aggregated in a final report, which is submitted for final review by the certification committee.
10. The certification committee will review the final report and notify the applicant of the result of the evaluation no later than 28 days after final closing of all non-conformities.
11. When non-conformities/discrepancies have been corrected and the situation completely rectified and accepted, the applicant is certified in the GLOBALG.A.P. database. Then the certificate may be issued and forwarded to the applicant together with the final report. Subsequently, the case may be closed.
12. Any information gathered during audit will be treated with strict confidentiality.
13. Copies of certification documents are only to be reproduced in their full length.
14. The implementation of requirements of the GLOBALG.A.P. standard may in no way replace compliance with present national or European legislation.

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Maintaining certification

- The certification is valid for 12 months following the certification date. Recertification is to be carried out in time for the GLOBALG.A.P. approval to be upheld.
- If non-conformities or discrepancies causing significant deterioration in the quality of the certified product are found at the recertification inspection, these must be rectified by means of corrective actions for the product to be certified again.
- Within 28 days of closing the audit, documentation for corrective actions must be sent to the CB for approval.
- The CB is to be notified of corrective actions, and the CB will determine whether the product may be certified again.
- If non-conformities are not closed before the deadline, the CB must suspend the product in the GLOBALG.A.P. database.
- If the CB states a valid justification, recertification may be postponed for a reasonable period of time, and the certificate may be extended for up to 4 months.
- GLOBALG.A.P. is to be notified of the completion and the justification for delay.
- Unannounced audit from the CB may occur as GLOBALG.A.P. requires 10% of applicants to receive unannounced audits (applicants will receive notice up to 48 hours prior to audit).

Expanding/changing the certification

- The applicant is required to notify the CB of any changes which may significantly affect the quality, construction or specification of the certified product, or of changes to applicant's ownership, structure or management wherever relevant.
- The CB will carry out a re-evaluation in the event of changes significantly affecting the quality, construction or specification of the certified product, or in case of changes to applicant's ownership, structure or management wherever relevant, or if other information depicts that the product no longer complies with the requirements of the certification scheme. The re-evaluation will be carried out according to the same pattern as the initial evaluation of the product.

Suspension and cancellation of the contract

- An applicant may request the certification of one or more products to be suspended in the event of not being able to comply with rules and regulations of the certification. A suspension of certification may be granted subject to agreement with CB, and during a suspension period, the supplier is to be regarded as not being certified with the suspended product(s).
- In the event of gross or repeated violations of rules and regulations or if the conditions are no longer complied with, the certification may be suspended by the CB. Prior to a suspension coming into force, the supplier is given a warning with a deadline set by the CB for submitting a statement and provide documentation that the non-conformity has been rectified. An audit report with registered non-conformances and a deadline for closing them serves as such a warning.
- If the non-conformities are not rectified and approved by the CB within the deadline, the products will be suspended in the GLOBALG.A.P. database and the applicant will be informed of the duration of the suspension.
- During the suspension period, the applicant has the opportunity to provide documentation for having rectified the non-conformities. If the CB finds the documentation to be sufficient, the suspension can be lifted before the suspension expires.
- If the non-conformities are not closed by the end of the suspension period, the certification contract will be cancelled. The applicant cannot be accepted for GLOBALG.A.P. certification within 12 months of the cancellation.
- Upon missing payment for audit or GLOBALG.A.P. registration and member fees, the CB will sanction the applicant with suspension according the procedure described above.
- Following a suspension or cancellation of contract, all references to GLOBALG.A.P. used in marketing must come to a stop.

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Using the GLOBALG.A.P. trademark and logo:

- Logo is only to be used for Business to business and not on end products for consumers/retail. The GLOBALG.A.P. logo must be combined with GGN unless the customer is a member of GLOBALG.A.P.
- GGN and positive certification status is to be included in sales documents. GGN may be used in consumer communication.
- Are only to be used on products under the certification scheme.

Confidentiality and impartiality

- Any information acquired during audit is treated with strict confidentiality.
- The CB guarantees that all employees whether own or external shall be competent and compliant to regulations in force at the time and that they will not be involved in the construction or production of products equal to the evaluated product in any way that may raise doubts about impartiality.

Cancelling audits

In the event of cancelling or moving audits with less than 1 weeks' notice, the CB reserves the right to charge a cancellation fee according to the following break-down:

- Less than 1 weeks' notice: 25 % of full price
- Less than 48 hours of notice: 50 % of full price
- On the audit day: 75 % of full price

Complaints and appeals

- Complaints and appeals are to be forwarded by e-mail: cert@balticcontrol.com. The CB will forward confirmation of receipt of complaints and appeals.
- Complaints and appeals will be reviewed in an impartial certification committee. The CB will forward the result of the review in the certification committee to the complainant/appellant.

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