



GLOBALG.A.P. Registration Data Requirements

ENGLISH VERSION 6.0_SEP22

PUBLISHED ON: 29 SEPTEMBER 2022

VALID FROM: 1 OCTOBER 2022

REPLACES VERSION 5.2 AS OF: 1 JANUARY 2024

REPLACES VERSION 5.4-1-GFS AS OF: 1 JANUARY 2025

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1 INTRODUCTION

The certification body (CB) shall collect and record the following data, and the GLOBALG.A.P. IT systems shall be updated accordingly. This shall be done whenever there is a change and, at the latest, with the reregistration of products for the next certificate.

2 TERMINOLOGY

For the sake of simplicity, in this document:

- Whenever the term “CB auditor” is used, it shall refer to a CB farm auditor or CB QMS auditor.
- Whenever the term “CB audit” is used, it shall refer to a CB farm audit or CB QMS audit.
- The term “certified producer” will be used. However, producers are not certified but their production processes are certified.

3 TYPES OF MASTER DATA REQUIRED

- a) Company and location information
- b) Production sites, producer group members, and product handling units information
- c) Product information

3.1 Company information

The following information is necessary to supply each producer in the system with a unique GLOBALG.A.P. identification number (e.g., GGN 1234567890123).

3.1.1 Company

- a) Legal entity name
- b) Contact details: Street address or information available to describe producer location
- c) Contact details: Postal address
- d) Postal code or zip code
- e) City
- f) State or province (mandatory only in select countries)
- g) Country
- h) Phone number (if available)
- i) Email address – mandatory for the certificate holder (Option 1 and 3 individual producer and Option 2 and 4 producer group) and voluntary for the producer group members
- j) Global Location Number (GLN) (if available)
- k) Legal registration by country. This number is only used for internal verification to avoid double registration (e.g., tax number, VAT number, producer number, or the type of number as defined in the national interpretation guidelines). It is mandatory for the certificate holder (Option 1 and 3 individual producer and Option 2 and 4 producer group) and for the producer group members as well.
- l) Previous GLOBALG.A.P. identification number

3.1.2 Contact person

The following information is required about the person in the company who is legally responsible for the legal entity.

- a) Title
- b) First name
- c) Last name
- d) Phone number
- e) Email address

3.2 Information regarding production sites, producer group members, and product handling units

The following information is required regarding production sites, producer group members, and product handling units (PHUs) of the legal entity to be granted certification. The PHU information is obligatory for product handling operations performed under the ownership of the registered individual producers (Option 1 and 3), producer groups (central PHU), and producer group members (Option 2 and 4).

3.2.1 PHU information

- a) Company name of product handling facility (if subcontracted)
- b) City
- c) Country
- d) Phone number (if available)
- e) Email address (if available)
- f) Sub-GLN(s) (if available, voluntary)
- g) Geospatial coordinate information of the physical location of the PHU: Northern/Southern latitude and eastern/western longitude in decimal format (2+5 digit format, e.g., 10.12345)
- h) Products handled in each PHU

3.2.2 Production site information

The production site information is required for each production site registered by individual producers (Option 1 and 3) and producer group members (Option 2 and 4). If the producer group member is a multisite producer, each site shall be registered with geospatial coordinates. If the physical production site is different from the legal entity address, the production location shall be registered as a production site.

- a) Name of production site
- b) City
- c) Country
- d) Sub-GLN(s) (if available, voluntary)
- e) Geospatial coordinate information of the physical location of the site: Northern/Southern latitude and eastern/western longitude in decimal format (2+5 digit format, e.g., 10.12345). Use a central point of the production site to register the location.
- f) Products produced at each production site

3.3 Product information

This information gives more detail on the product(s) to be included in a certificate and shall be used to invoice the producer. This information shall be updated if there are any changes detected during the CB audit.

- a) Product(s)
- b) Parallel ownership per product
- c) Subcontracted activities

Note: This is not recorded in the GLOBALG.A.P. IT systems during registration but is necessary for the CB to be able to plan the audit.

- d) Quantity information (based on requirements as explained in the fee table)
 - (i) Plants: Total area of production (ha)

The GLOBALG.A.P. system participation fee is based on the production area registered in the GLOBALG.A.P. IT systems, separated into two categories: Noncovered and covered production (production in a controlled environment). The production area and number of harvests are required for each as applicable:

- Covered production area (ha), where applicable, and number of harvests for covered production
- Noncovered production area (ha), where applicable, and number of harvests for noncovered production

For perennial crops, the production area covered by the GLOBALG.A.P. system participation fee is defined as the area engaged in production, i.e., juvenile, nonproducing fruit trees are not subject to any fee. Likewise, in the case of ornamentals like Christmas trees, the GLOBALG.A.P. system participation fee applies only to the area to be harvested during the year of validity of the certificate and not to the "total area of production."

- (ii) Aquaculture (farmed aquatic species): The annual quantity at point of harvest (metric tons) to be registered in the GLOBALG.A.P. IT systems per product shall be the maximum estimated metric tons of live weight at point of harvest on the farm for the first CB audit, and the real metric tons of live weight at point of harvest on the farm for the previous 12 months, from the second CB audit onwards. Furthermore, estimated numbers of organisms shall be registered for in-house brood stock/seedlings (ova/juvenile).

Brood stock in-house: Estimated number of organisms

Seedlings (ova) in-house (finfish): Estimated number of organisms

Seedlings (juvenile) in-house: Estimated number of organisms

- (iii) Compound feed manufacturing: Annual quantity of production (tons)
- (iv) Plant propagation material: Annual area under production (ha)

- e) Option (per certificate/letter of conformance)
 - Option 1 individual certification
 - Option 1 multisite without QMS
 - Option 1 multisite with QMS
 - Option 2 group certification

- Option 3 individual certification
 - Option 3 multisite without QMS
 - Option 3 multisite with QMS
 - Option 4 group certification
- f) Scheme name (if a benchmarked scheme/checklist) per certificate/letter of conformance
- g) Country of destination (it is possible to declare a group of countries, e.g., the European Union)
- h) Specific requirements for Integrated Farm Assurance
- (i) Plants: Noncovered or covered production (production in a controlled environment) as listed in [section 3.3 d](#) (i)
 - (ii) Plants: Exclusion of harvest when not applicable per product
 - (iii) Plants: Exclusion of product handling when not applicable per product
 - (iv) Plants and aquaculture: The GLOBALG.A.P. identification number(s) of certified producer(s) subcontracted for product handling (if applicable)
 - (v) Plants and aquaculture: If product handling is included, the producer shall declare whether the same product is also packed for other certified or noncertified producers.
 - (vi) Plants, product category tea: The GLOBALG.A.P. identification number of the processing unit(s) as indicated in the Chain of Custody certification shall be entered into the GLOBALG.A.P. IT systems as soon as the producer knows it, and it shall be communicated to the CB and updated whenever there are changes.
 - (vii) Aquaculture: Information whether feed is supplied (internally or externally). The GLOBALG.A.P. identification number(s) of the compound feed manufacturer(s) supplying compound feed, even when the GLOBALG.A.P. identification number remains the same (for integrated operations), shall be entered into the GLOBALG.A.P. IT systems. For compound feed suppliers without a GLOBALG.A.P. identification number, the supplier name and accredited scheme shall be used instead of the GLOBALG.A.P. identification number in the GLOBALG.A.P. IT systems.
 - (viii) Aquaculture: Additional purchases of seedlings (ova/juvenile) and brood stock. The GLOBALG.A.P. identification number(s) of the seedlings and brood stock supplier(s) as well as the estimated number of organisms shall be entered into the GLOBALG.A.P. IT systems.
 - (ix) For aquaculture: Inclusion of postharvest activity per product, where applicable. Estimated annual output from certified production processes (tons) shall be entered into the GLOBALG.A.P. IT systems. The annual quantity of estimated output (metric tons) shall be registered for the initial certification, and for subsequent certifications the annual quantity of real output (metric tons) shall be registered.
 - (x) For aquaculture: Availability of a GFSI recognized (post-farm) certification at the time of the CB audit

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