



# Primary Farm Assurance

## General Rules



ENGLISH VERSION 6.0\_SEP24

PUBLISHED ON: 11 SEPTEMBER 2024

VALID FROM: 11 SEPTEMBER 2024

REPLACES VERSION(S) 5.0\_OCT19 AS OF: 1 MARCH 2025



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## 1 INTRODUCTION

Primary Farm Assurance (PFA) is a verified capacity-building program and a cost-effective solution for emerging countries and smallholders worldwide. It has been developed for implementation at local level (domestic markets). In addition, it is meant to prepare producers for certification, especially those that cannot immediately get certified.

The PFA program consists of several PFA levels that act as separate standards, with each level containing a subset of the requirements from the GLOBALG.A.P. Integrated Farm Assurance (IFA) standard Smart edition. The PFA levels can be used individually, or they can be used together as part of a capacity-building approach where producers progress from one PFA level to the next. The PFA program is a primary solution. It is not equivalent to IFA certification and should instead be seen as a series of “stepping stones” toward IFA certification.

However, products that have been successfully assessed against the PFA program are not automatically accepted globally. The reason for this is the *local* focus, which does not necessarily correspond to the requirements of international markets. To put it differently, the PFA program is applied at a local or regional scale, with requirements suitable to what local buyers stipulate. Although it is preferred that they do, producers that implement the PFA program are not required to achieve compliance with the IFA standard, unless the buyer they supply to stipulates this.

Furthermore, the PFA program cannot be benchmarked against IFA or any other scheme to claim a level of equivalence. This document describes the basic rules for any party seeking verification against the PFA program.

## 2 TERMINOLOGY

For the sake of simplicity, in this document:

- The term “assessment” is used rather than “audit” in this document. This is because the PFA program is not ISO/IEC 17065 accredited and therefore results in a letter of conformance rather than a certificate.
- Whenever the term “verification” is used, it shall refer to all those actions leading to the issuing of a letter of conformance in the context of a producer’s successful conformance to all applicable principles of a specific PFA level.
- Whenever the term “CB/VB assessor” is used, it shall refer to a CB farm auditor, CB QMS auditor, VB farm assessor, or VB QMS assessor.
- Whenever the term “CB/VB assessment” is used, it shall refer to a CB/VB farm assessment or CB/VB QMS assessment.
- Whenever the term “internal assessment” is used, it shall refer to an internal farm assessment or internal QMS assessment.
- Whenever the term “producer” is used, it shall refer to persons (individuals) or businesses (companies, individual producers, or producer groups) that are legally responsible for the production processes and the products of the respective scope, sold by those persons or businesses.
- Whenever the term “producer group/multisite producer” is used, it shall refer to producer groups managed by a QMS and/or individual producers with multisites, respectively.
- Whenever the term “member/site” is used, it shall refer to individual members of a producer group and/or individual production sites of a multisite producer, respectively.

### 3 ABBREVIATIONS

CB	Certification body
GGN	GLOBALG.A.P. Number
IFA	Integrated Farm Assurance
PFA-N	PFA Number
PFA	Primary Farm Assurance
PHU	Product handling unit
QMS	Quality management system
VB	Verification body

### 4 PFA PROGRAM

#### 4.1 General

See Annex I “Steps toward PFA compliance.”

- a) The PFA program is based on the GLOBALG.A.P. general regulations and the IFA Smart principles and criteria (P&Cs).
- b) The PFA general rules, as set by the GLOBALG.A.P. Secretariat, supply the basis for the implementation of the PFA program.
- c) There are different PFA levels available for the principles and guidance, namely the Entry Level (where applicable), the Intermediate Level, and the Advanced Level (highest level). Each PFA level is a stand-alone standard. The basic idea is that producers progress from one PFA level to the next as they are able to comply with the requirements of the higher PFA level. However, the buyer stipulates the required starting PFA level for the producer, the time frame the producer has for reaching each PFA level, and the producer’s end goal for the PFA program.
- d) A certification body (CB)/verification body (VB) that wants to assess producers against any PFA level shall be formally approved by the GLOBALG.A.P. Secretariat before they may conduct PFA assessments. VBs shall also be added to the Certification Body Administration Tool (CB-AT).
- e) It is the responsibility of the producers to ensure conformance to the minimum requirements of the buyer they intend to supply.

#### 4.2 Acceptable goals

- a) The principles of capacity building shall always apply. Therefore producers shall preferably progress from one PFA level to the next (where applicable, as there might be only one PFA level for some product categories), as stipulated by the intended buyer.
- b) A producer cannot go back to a lower PFA level, nor can a producer that has once achieved IFA certification enter any PFA level.

- c) The ultimate intention is progression to better practices at the farm level. When IFA certification is not the intended target, the acceptable PFA level shall be stipulated by the buyer.
- d) The GLOBALG.A.P. Secretariat does not define the timeframe a producer has to progress through the different PFA levels, as this can only be stipulated by the buyer.
- e) Ultimately, the following can be acceptable goals:
  - (i) Verification for applicable PFA level as stipulated by the buyer (not suitable for export)
  - OR
  - (ii) IFA certification (covers food safety, workers' health and safety, and environmental sustainability, suitable for export)

## 5 DOCUMENTS

### 5.1 Normative documents

The following normative documents are relevant:

- a) *PFA principles and guidance*: Documents that set the compliance requirements for producers and can also be used for second- or third-party assessments and self-assessments.
  - (i) Entry Level – this is the most basic PFA level available.
  - (ii) Intermediate Level – this PFA level has more stringent requirements than the Entry Level, but is not yet advanced.
  - (iii) Advanced Level – more elements are built into this PFA level, and it is a step closer to IFA certification.
- b) *PFA quality management system (QMS)*: Sets QMS requirements for producer groups and multisite producers with QMS.
- c) *PFA general rules* (this document): Defines the framework of how the PFA verification process works as well as the QMS requirements and other related topics.
- d) *PFA data access rules*: A supporting document to set out who can access what information for the PFA program.

### 5.2 Document control

- a) The latest version of the PFA normative documents can be downloaded free of charge from the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)).
- b) Language: Original documents are in English. The PFA normative documents may be translated into relevant languages and published on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)). In the case of a discrepancy between translations, the English version shall prevail.
- c) Changes to normative documents:
  - (i) Normative documents are identified with a unique document code, version number, and date.
  - (ii) The date in the version name indicates the date of publication of the document.

- (iii) Version number: A change in the first digit (e.g., change from 5.0 to 6.0) indicates changes in the requirements and a version change. A change in the second digit (e.g., change from 6.0 to 6.1) indicates a version update.
- (iv) Updates may be made independently in the general rules and principles and guidance normative documents.
- (v) Version and edition updates are summarized and indicated in the version/edition update register at the end of a document. Version changes are summarized and published separately.
- (vi) The published updates will be sent to all CBs/VBs approved for the PFA program as official communications. It is the responsibility of the CBs/VBs to inform their clients of such updates.

## 6 REGISTRATION OPTIONS FOR PRODUCERS

- a) For a definition of the term “producer,” refer to the latest version of the IFA glossary, available on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)).
- b) Producers can register for PFA verification under one of two options (Option 1 individual producer or Option 2 producer group).
- c) The options are based on the constitution of the producer’s legal entity.
- d) Precondition for the registration is that the producer was *never* previously certified to IFA. Producers with a GLOBALG.A.P. Number (GGN) that have been successfully certified to IFA may *not* register and be assessed against any PFA level.

### 6.1 Option 1 – individual verification

#### 6.1.1 Single site producer

- a) An individual producer applies for PFA verification.
- b) The individual producer receives a letter of conformance once assessed as compliant with the applicable PFA level.

#### 6.1.2 Multisite producer without QMS

- a) An individual producer or one organization owns several production sites that *do not* function as separate legal entities and where no QMS is implemented. The individual producer or organization receives a letter of conformance once assessed as compliant with the applicable PFA level.

#### 6.1.3 Multisite producer with QMS

- a) An individual producer or one organization owns several production sites that *do not* function as separate legal entities but where a QMS has been implemented. The individual producer or organization receives a letter of conformance once assessed as compliant with the applicable PFA level.
- b) In this case, the same rules as set out in “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS” shall apply.

### 6.2 Option 2 – group verification

- a) A producer group applies for PFA verification. See the IFA glossary for the definition of “producer group.”

- b) The producer group, as a legal entity, receives a letter of conformance once assessed as compliant with the applicable PFA level.
- c) A producer group shall have a QMS implemented and comply with rules set out in “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS.”
- d) “GLOBALG.A.P. general regulations – Rules for flexible distribution” do not apply under the PFA program.

## 7 REQUIREMENTS FOR PRODUCERS

- a) All production sites shall be owned or rented and under the direct control of the legal entity. See the IFA glossary for the definition of “production site.”
- b) Requirements for production sites:
  - (i) For production sites that are not owned by the legal entity, there shall be a signed document which includes a clear indication that the site owner does not have any responsibility and input or decision-making capacity for the production operations at the rented-out site. There shall also be written contracts in force between each production site owner and the legal entity that include the following elements:
    - Producer group name and legal identification
    - Name and/or legal identification of the producer group member/production site owner
    - Producer group member’s/production site owner’s contact address
    - Details of the individual production sites
    - Signature of both parties’ representatives
  - (ii) The holder of the letter of conformance is legally responsible for all registered production, including placing the product on the market.
- c) A product handling unit (PHU) is defined as facilities where products are handled. All PHUs shall be identified and registered. See the IFA glossary for the definition of “product handling” and “product handling unit.”

## 8 PRODUCER REGISTRATION PROCESS

### 8.1 CBs/VBs

- a) PFA registrations and assessments may be carried out by:
  - (i) CBs with final GLOBALG.A.P. approval
  - (ii) VBs with GLOBALG.A.P. approval
- b) A VB is a company or individual that has signed a GLOBALG.A.P. license and certification agreement and acquired the rights from producers to upload and/or register these producers’ activities in the GLOBALG.A.P. IT systems and conduct assessments against the PFA program.
- c) Producers are responsible for ensuring that their intended buyers accept PFA assessments when conducted by VBs.



## 8.2 Scope

The scope of the PFA program covers the following:

- a) The controlled production process of primary products. It does not cover plants harvested in the wild.
- b) Only products included in the GLOBALG.A.P. product list. The list is published on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)), and only listed products can be covered in the PFA assessment. The GLOBALG.A.P. product list is not limited and can be extended based on demand.
- c) Only products that are produced by producers themselves.

### 8.2.1 Harvest exclusion

- a) If the product is sold in the field *before harvest* and the buyer is responsible for harvesting, the harvest-related PFA principles can be excluded from the assessment.
- b) In any cases where the harvesting process (whether carried out by the producer or outsourced) takes place while the product belongs to the producer, all principles relating to harvest shall be included in the assessment and indicated on the letter of conformance.
- c) “Harvest exclusion” applies where the product no longer belongs to the producer prior to harvest commencing and the producer has no control over the harvesting process. The exclusion does not apply if the harvest is simply outsourced by the producer.
- d) During registration, the producer shall apply for harvest exclusion per product with a detailed justification.
- e) The CB/VB shall exclude the harvest process only if the producer has a contract with the buyer that states that the harvester/buyer will do all the following:
  - (i) Take ownership of the product before harvesting
  - (ii) Take responsibility for ensuring that harvest takes place only after the preharvest interval has been observed
  - (iii) Handle the product after harvest (not just during harvest)
  - (iv) Buy all the product (harvest exclusion is not possible if the producer harvests some part of the product and sells another part before harvest)
- f) If the producer does not know the buyer at the time of PFA registration, the following shall be provided:
  - (i) A declaration from the producer to inform the harvester/buyer about the preharvest interval
  - (ii) A contract with the buyer, as soon as the harvester/buyer has been identified, that includes all issues under point e)
- g) If harvesting is excluded for a product, product handling shall also be excluded for that product.

## 8.2.2 Postharvest product handling exclusion

- a) Product handling includes any type of postharvest handling of products, such as storage, chemical treatment, trimming, washing, drying (in the case of combinable crops), sorting, screening, or any other handling where harvested product may have physical contact with other materials or substances. Details of the specific processes for each product shall be included in the checklist notes.
- b) If a product stays in a collection point in the farm during the day, waiting to be picked up, this is not considered storage. If a product is stored overnight or longer, this is considered storage and the relevant requirements apply.
- c) If product handling *does not* take place under the ownership of the producer, this fact shall be declared during registration per product and indicated on the letter of conformance.
- d) Product handling shall not be included when harvesting is excluded (see section 8.2.1, [Harvest exclusion](#) above).
- e) Product handling shall always be *included* in cases where the product belongs to the producer during handling (by the producer or a subcontractor), unless there is written evidence (e.g., contract, agreement) that the producer has no control over the packing/handling/storage, the product is not returned to the producer, and the producer is no longer responsible for the product.
- f) If a producer performs product handling not on the farm, but at the PHU of *another producer* who complies with either the PFA program or has IFA certification (including product handling for the same products), the CB/VB may accept another CB's/VB's letter of conformance, or IFA certificate, or the CB/VB can decide to conduct its own assessment of the PHU.

## 8.3 Registration process

### 8.3.1 General

- a) The producer shall, as a first step, apply to a CB/VB approved for the PFA program, as allowed by the specific buyer.
- b) The chosen CB/VB is responsible for the registration of the producer in the GLOBALG.A.P. IT systems, data updates, and collection of fees.
- c) Contact information on finally approved CBs/VBs is available on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)).
- d) Before registering a new producer in the GLOBALG.A.P. IT systems, the CB/VB shall verify whether the producer is already registered or has any active status with another CB/VB.
- e) Every CB/VB has an application form that covers minimum information required by the GLOBALG.A.P. Secretariat. See Annex III [PFA registration data requirements](#). All collected information shall be confirmed during the CB/VB assessment.
- f) By registering, the producer commits to fulfilling the following:
  - (i) Compliance with the requirements at all times
  - (ii) Payment of the applicable fees established by FoodPLUS GmbH and by the CB/VB (see the relevant GLOBALG.A.P. fee table)
  - (iii) Communication of data updates to the CB/VB

- (iv) The terms and conditions stipulated by the GLOBALG.A.P. sublicense and certification agreement
- g) This information shall be used by the GLOBALG.A.P Secretariat to supply the producer with a unique PFA Number (PFA-N, previously LGN), which will be used as a unique identifier for traceability and all PFA activities for the legal entity.
- h) Confidentiality, data use, and data release:
  - (i) During registration, the producer gives written permission to the GLOBALG.A.P. Secretariat and the CB/VB to use their registration data for internal processes and sanctioning procedures.
  - (ii) All data in the GLOBALG.A.P. IT systems is available to the GLOBALG.A.P. Secretariat and the CB/VB the producer is working with. This data can be used for internal processes and sanctioning procedures.
  - (iii) The minimum and obligatory data release level, along with additional information on confidentiality and data use, is defined in the PFA data access rules. If different data release levels are required, they shall first be approved by the GLOBALG.A.P. Secretariat.
  - (iv) If a producer does not agree to the minimum data release level, the producer is not complying with the GLOBALG.A.P. sublicense and certification agreement and can neither receive a letter of conformance, nor belong to a producer group requiring a letter of conformance.
  - (v) No data, other than indicated in the PFA data access rules, can be released by the GLOBALG.A.P. Secretariat or CBs/VBs to any other party without written consent of the producer.
- i) The service contract between the CB/VB and the producer may be valid for up to four years, with subsequent renewal for periods of up to four years.
- j) Table 1: Registration

An producer may or may not:

	May	May not
Register the <i>same product</i> with different CBs/VBs		x
Register the <i>same product</i> under the PFA program and IFA standard		x
Register the <i>same product</i> under different options (e.g., registering apples under both Option 1 and Option 2)		x
Register different products with different CBs/VBs and/or under different options (e.g., registering apples under Option 1 and cherries under Option 2, apples with one CB and cherries with a VB or both crops with the same CB/VB)	x	
Register production sites in different countries (exceptions granted by the GLOBALG.A.P. Secretariat only on a case-by-case basis)		x*

	May	May not
Register for a lower PFA level than the previous assessment (e.g., registering for Intermediate Level once verified to the Advanced Level)		x

\*It is generally not possible for producers with production sites located cross-border (internationally) to cover these production sites under one verification/letter of conformance. However, the same exceptions may apply as in “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS,” section 5.2.1 i).

- k) For the registration to be completed, the producer shall satisfy all the following conditions:
  - (i) Submit to the CB/VB the relevant application that shall include all the necessary information.
  - (ii) Sign acceptance of the GLOBALG.A.P. sublicense and certification agreement with the CB/VB in its latest version (available on the GLOBALG.A.P. website (www.globalgap.org)); or the producer shall explicitly acknowledge the receipt and the inclusion of these agreements by signing the service contract with the CB/VB. The CB/VB shall hand over a copy of the signed service contract to the producer.
  - (iii) Be assigned a unique PFA-N, if the producer does not yet have such a number.
  - (iv) Agree in writing to pay the PFA fees as specified in the current relevant GLOBALG.A.P. fee table.

### 8.3.2 New registrations

- a) For first registration: The CB/VB shall confirm the application and provide the producer with the unique PFA-N within 28 calendar days of receiving the complete application.
- b) The registration process shall be finalized before the CB/VB assessment can take place.

### 8.3.3 Registration with a new CB/VB (transfers)

- a) If a producer that has already been registered changes CBs/VBs or applies to a new CB/VB for verification of a different product, the producer shall communicate the previously assigned unique PFA-N (or GGN) to the new CB/VB. Failure to do so will result in a surcharge fee of €200 to the producer.
- b) Producers who are sanctioned cannot change CBs/VBs until the outgoing CB/VB closes the corresponding non-conformance.
- c) The registration process shall be finalized before the CB/VB assessment can take place.
- d) It is not considered an initial CB/VB assessment when a producer moves from one CB/VB to another CB/VB.

## 9 ASSESSMENT PROCESS

In order to be successfully verified to any of the applicable PFA levels, the producer shall conduct either a self-assessment (Option 1) or internal assessments (Option 1 multisite producers with QMS and Option 2 producer groups) *and* receive assessments by the chosen CB/VB.

Assessments are conducted according to section 6 in “GLOBALG.A.P. general regulations – Rules for individual producers” and “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS.”

If the CB/VB assessment is to be conducted remotely, refer to “GLOBALG.A.P. Full Remote.”

### 9.1 Self-assessments and internal assessments

#### 9.1.1 Option 1 self-assessments (when required by the PFA level)

- a) When conducted, self-assessments shall:
  - (i) Cover all registered production sites, products, and processes under the PFA scope to verify compliance with the requirements defined in the applicable principles
  - (ii) Be carried out by or under the responsibility of the producer
  - (iii) Be carried out annually before the CB/VB assessment
- b) The completed self-assessment checklist shall:
  - (i) Be available on-site for review at all times
  - (ii) Contain justification based on the evidence observed for all Major Must and Minor Must principles marked as non-applicable or non-compliant. Justification is not required for Recommendations but may be provided, regardless of whether the principle is marked as non-applicable or non-compliant.

#### 9.1.2 Option 1 (multisite producer with QMS) and Option 2 internal assessments

- a) The producer shall conduct internal assessments of all members/sites, covering all products to verify and ensure compliance with the requirements.
- b) The internal assessments shall comply with requirements determined in “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS,” section 6, and shall include the following:
  - (i) A minimum of one internal QMS assessment of the complete QMS (including the central PHU) to be conducted by the internal QMS assessor before the CB/VB assessment and thereafter once per annum
  - (ii) A minimum of one internal farm assessment of each registered producer, production site, and PHU, if applicable, to be conducted by the internal farm assessor before the CB/VB assessment and thereafter once per annum

### 9.2 CB/VB assessments

- a) CB/VB assessments shall be completed by one of the following parties as accepted by the buyer.
  - (i) CB assessors who have already been approved to conduct audits (minimum CB farm audits) for accredited standards such as IFA

- (ii) Assessors from GLOBALG.A.P. finally approved CBs (who conduct assessments/audits against non-accredited standards)
- (iii) GLOBALG.A.P. approved VBs for the PFA program
- b) The complete PFA checklist shall always be assessed.
- c) The CB/VB assessment shall cover:
  - (i) All registered products and production processes
  - (ii) All registered production sites
  - (iii) All registered PHUs
  - (iv) Where relevant, the administrative sites
- d) Before the initial CB/VB assessment, a minimum of 3 months of farming records shall be available.
- e) The duration of CB/VB assessments shall be part of the service contract with the CB/VB. In principle, PFA assessments may be shorter compared to IFA audits, due to fewer principles to assess.
- f) CB/VB assessments against the PFA program may follow a consultative assessment approach.
- g) Independence and impartiality shall be maintained at all times. It is important that the CB/VB assessor who conducts the assessment is always independent, impartial, and without any conflict of interest to the producer at any time between the implementation and issuance of the letter of conformance.

### 9.2.1 Option 1 single site producer/multisite producer without QMS

Producer receives an annual announced CB/VB assessment.

### 9.2.2 Option 1 multisite producer with QMS and Option 2 producer group

- a) The requirements of the internal assessments, CB/VB assessments, sampling method and frequency of assessments shall follow “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS.”
- b) The CB/VB does not assess all members/sites, but only a sample. It is not the responsibility of the CB/VB to determine the compliance of each member/site (the responsibility rests with the producer). The CB/VB shall assess whether the producer’s internal processes that pertain to the implementation of the QMS are appropriate.
- c) Below is a summary of CB/VB assessments to be undertaken before a letter of conformance is issued (initial assessment) and annually thereafter (subsequent assessment):

	Initial assessments	Subsequent assessments
<b>Externally by the CB/VB</b>		
<b>CB/VB QMS assessment</b>	<p><b>First visit</b> Announced; complete CB/VB QMS assessment + CB/VB assessment of square root of the total number of registered central PHUs while in operation; before CB/VB farm assessments</p>	Announced; complete CB/VB QMS assessment + CB/VB assessment of square root of the total number of registered central PHUs while in operation; annually, before CB/VB farm assessments
<b>CB/VB farm assessment</b>	<p><b>First visit</b> (Minimum) square root of the total number of registered members/sites</p> <p><b>CB/VB surveillance assessment during the letter of conformance validity</b> (Minimum) 50% of the square root of the actual number of members/sites covered under the letter of conformance</p>	<p>a) If non-conformances detected during the previous CB/VB surveillance assessment: (minimum) square root of the actual number of registered members/sites</p> <p>OR</p> <p>b) If no non-conformances detected during the previous CB/VB surveillance assessment: (minimum) square root of the actual number of registered members/sites minus the number of members/sites assessed during the previous CB/VB surveillance assessment</p> <p><b>CB/VB surveillance assessment during the letter of conformance validity</b> (Minimum) 50% of the square root of the actual number of members/sites covered under the letter of conformance</p>

### 9.3 Initial and subsequent CB/VB assessments

#### 9.3.1 Initial CB/VB assessments

- a) This section applies to:
  - (i) Producers seeking PFA verification for the first time
  - (ii) Producers that want to add a new product to an already existing PFA letter of conformance
  - (iii) Producers changing their status from producer group member to individual producer
- b) When a producer changes from one CB/VB to another, it is not considered an initial CB/VB assessment but a subsequent one.
- c) For initial CB/VB assessments, the following requirement shall be fulfilled:
  - (i) No CB/VB assessment can take place until the CB/VB has accepted the producer's registration.
  - (ii) The entire scope of verification shall be assessed prior to issuing the letter of conformance.
  - (iii) A product shall not be included in the letter of conformance before all applicable principles are assessed during the production process.
  - (iv) The producer shall have records from the registration date onward or for at least three months before the initial CB/VB assessment takes place, whichever is longer.
  - (v) Products that are already harvested before registration with the CB/VB cannot be included in the letter of conformance.
  - (vi) Records that relate to harvest or product handling before the producer has registered with the CB/VB are not valid.
  - (vii) The initial CB/VB assessment shall cover harvesting activities of each product to be included as part of the PFA verification, as well as product handling, if included. Other field work can be assessed at a different time where feasible, but this is not obligatory.
  - (viii) The CB/VB assessment shall take place as close to harvest as possible to assess as many principles as possible.
  - (ix) If the CB/VB assessment takes place before harvest, it will not be possible to assess certain principles. As a result, either a follow-up CB/VB assessment shall be required, or proof of compliance shall be provided via fax, photos, or other acceptable means. No letter of conformance shall be issued until all principles have been assessed and all non-conformances have been closed.
  - (x) If the CB/VB assessment takes place after harvest, the producer shall retain evidence of compliance with principles related to that harvest; otherwise, it may be impossible to assess those principles, and a CB/VB assessment shall not be possible until the following harvest.
  - (xi) If harvest is excluded, the CB/VB assessment shall be conducted at a time when relevant agronomic activities are being carried out.



- (xii) Multiple products: If a producer wants to include more than one product as part of the PFA verification, the products may not all have the same seasonal timing, i.e., harvest of one product does not necessarily coincide with the harvest of other products. The requirements above apply to product groupings based on similarities in production and harvest processes and their risks. The CB/VB assessor shall assess all applicable principles for each product in these groupings before the products can be added to the letter of conformance.

Example: A visit during apple harvesting is not required if apples are being added to the PFA letter of conformance that already includes pears. However, the apples can be added to the letter of conformance only once all principles applicable to them have been assessed. Adding spinach to the PFA scope would require a CB/VB assessment during the spinach harvesting period.

### 9.3.2 Subsequent CB/VB assessments

- a) The entire scope of verification shall be assessed annually by the CB/VB prior to issuing the letter of conformance.
- b) For Option 1 multisite producers with QMS/Option 2 producer groups, the sample size shall not be reduced by the number of members/sites assessed during the last surveillance CB/VB assessment.
- c) Subsequent CB/VB assessments can be carried out at any time during an assessment window that extends over a period of eight months: from four months before the original expiry date of the letter of conformance, and (only if the CB/VB extends the validity of the letter of conformance in the GLOBALG.A.P. IT systems) up to four months after the original expiry date of the letter of conformance.
- d) No CB/VB assessment can take place until the CB/VB has reregistered the producer in the GLOBALG.A.P. IT systems. Reregistration shall be finalized before the date of the subsequent CB/VB assessment.
- e) The CB/VB assessment shall be carried out at a time when relevant agronomic activities and/or handling (but not only storage) are being carried out. CB/VB assessment timing shall allow the CB/VB to gain confidence that all registered products, even if not available at the time of the CB/VB assessment, are handled in compliance with the PFA requirements. CB/VB assessments in the off-season or when the farming activities are minimal shall be avoided.
- f) If product handling is included in the PFA scope, the product handling in the field/facilities shall be assessed annually. This CB/VB assessment shall be carried out while the product handling process is in operation. Only if the CB/VB has carried out a risk assessment that clearly shows that the risk is low can product handling be assessed during operation once every two years. The risk assessment shall take into account the products being handled as well as known food safety incidents related to the respective products and any directives from the GLOBALG.A.P. Secretariat to look at specific principles. The CB/VB shall keep justification of the reason for the chosen CB/VB assessment timing on record. This exception applies only to Option 1 producers without QMS.
- g) If product handling is excluded from the PFA scope, the CB/VB assessment shall be scheduled during harvest season at least every two years. In the respective year, the harvest season of at least one registered product per product grouping shall be assessed on-site. Product groupings are based on similarities in production and harvest processes and their risks. The CB/VB shall keep written justification of the reason for the chosen CB/VB assessment timing and the product groupings used.

- h) Product groupings can be based on the following process descriptions:
- (i) Mechanical harvest (Where this is the only method of harvesting, there is no need to observe the harvest while in operation. It is sufficient to check only the machine and harvesting machine operation-related records after or before the harvest.)
  - (ii) Manual harvest of products not classified as high-risk in the GLOBALG.A.P. product list
  - (iii) Manual harvest of products classified as high-risk in the GLOBALG.A.P. product list
  - (iv) Packing in field

- i) If the producer does not commit to continuing with the PFA program for the next cycle, the CB/VB shall make sufficient provisions to avoid situations where one letter of conformance could be used to cover more than one harvest and growing cycle of the same annually harvested crop (e.g., by shortening the validity of the letter of conformance). The CB/VB can set the deadline for reconfirmation according to the harvest period of the product.

Example: Harvest season for blueberries is the entire month of October. The initial CB/VB assessment takes place during October 2022 and the letter of conformance is issued from the end of November 2024 to the end of November 2025. This letter of conformance could cover the harvest and sale of both the 2024 and 2025 harvests. Therefore, the CB/VB shall set the deadline for reregistration of the producer for this product, e.g., for October 1, 2025. If the producer does not reregister by that date, the CB/VB shall shorten the validity of the letter of conformance.

- j) *Multiple consecutive products*: During the CB/VB assessment, the production process of all products included in the PFA scope shall be assessed on-site, including interviews with the producer and workers, review of documents and records, etc. The producer shall keep evidence of compliance with the applicable principles for all registered products.

In the years during which there is no requirement to carry out the CB/VB assessment during harvest season and/or in cases where products do not have the same seasonal timing, the CB/VB shall select a date where relevant agronomic activities can be observed on-site for at least one of the products.

Additional CB/VB assessments can be conducted for harvest-specific requirements if the difference between harvest seasons of registered products is longer than four months or cannot be covered during the validity extension of the letter of conformance.

## 10 PFA COMPLIANCE SYSTEM

### 10.1 Requirements for achieving and maintaining compliance to a specific PFA level

- a) Each of the PFA levels consists of three types of principles: Major Musts, Minor Musts, and Recommendations.
- b) In order to obtain verification for a specific PFA level, the following is required:
  - (i) *Major Musts*: 100% compliance with all applicable Major Musts and QMS (if applicable) principles is compulsory.
  - (ii) *Minor Musts*: 95% compliance with all applicable Minor Must principles is compulsory. The Minor Must compliance calculation is the same as for IFA and explained in “GLOBALG.A.P. general regulations – Rules for producer groups and multisite producers with QMS,” section 7.1.2.
  - (iii) *Recommendations*: No minimum percentage of compliance is required.

- c) The producer shall comply with the agreements signed (e.g., CB/VB service contract, GLOBALG.A.P. sublicense and certification agreement).
- d) For Option 1 single site producers and multisite producers without QMS, the compliance percentage shall be calculated taking into account all the principles applicable to each production site and product. For Option 1 multisite producers with QMS or Option 2 producer groups, the compliance level is calculated per sampled member/site. Any applicable principles common to all members/sites shall be taken into account for all members/sites.
- e) In all cases, the calculation showing compliance (or non-compliance) shall be made available after a CB/VB assessment.
- f) The CB/VB shall decide on the producer's compliance within a maximum of 28 calendar days after closure of any outstanding non-conformances.

## 10.2 CB/VB assessment report

Refer to "GLOBALG.A.P. Audit Online Hub upload rules" for details as to which documents shall be uploaded in Audit Online Hub and what type of assessment information is needed.

## 10.3 Letter of conformance and verification cycle

- a) A letter of conformance can be issued to the legal entity only.
- b) The name of the trader can optionally be mentioned on the letter of conformance but only with the following disclaimer: "Can be exclusively traded through [trader name]."
- c) A letter of conformance is not transferable from one legal entity to another when members/sites change legal entities. In such a case, the rules of a subsequent CB/VB assessment shall be followed. The new legal entity shall receive a new unique PFA-N.
- d) The validity of the letter of conformance is 12 months, subject to any sanctions and extensions in accordance with the applicable requirements.
- e) The CB/VB shall issue the letter of conformance by generating it from the GLOBALG.A.P. IT systems.

### 10.3.1 Maintenance of letter of conformance

The registration of the producer and the proposed products shall be reconfirmed with the CB/VB *annually before* the expiry date of the letter of conformance.

### 10.3.2 Letter of conformance validity extension

As per the GLOBALG.A.P. general regulations.

## 10.4 Progressing from the PFA program to IFA certification

When a producer reaches IFA certification, it is important that the same CB assessor who conducted the PFA assessment *shall not* conduct the IFA certification audits.

## 10.5 Sanctions

- a) If a non-conformance is detected, the CB/VB shall apply a sanction (warning, suspension, or cancellation) as indicated in this section.
- b) If the holder of the letter of conformance is facing a complaint regarding food safety (i.e., potentially involved in a foodborne outbreak), workers' well-being, or environmental protection or is involved in a court trial or has been found by a court of law to have infringed a national or international law, and these actions can endanger the reputation and credibility of FoodPLUS GmbH, the holder of the letter of conformance shall inform the CB/VB within 24 hours.
- c) Any objective evidence found that indicates any misuse (e.g., falsified letter of conformance) shall lead to the exclusion of the producer from the PFA program for 12 months after evidence of misuse. Any case of misuse shall be communicated to the GLOBALG.A.P. Community Members and CBs/VBs.
- d) Outstanding non-conformances identified during the initial or subsequent CB/VB assessment shall be closed within the same timeframes as stipulated in the GLOBALG.A.P. general regulations.
- e) Producers cannot change CBs/VBs until the non-conformance that led to the respective sanction is satisfactorily closed.

### 10.5.1 Warning

- a) If a non-conformance is detected during the CB/VB assessment, the producer shall be given a warning when the assessment is finalized.
- b) Initial CB/VB assessment:
  - (i) If an individual producer or producer group does not comply with 100% of the applicable Major Must and 95% of the applicable Minor Must principles within three months after an initial CB/VB assessment, a complete CB/VB assessment shall be conducted again before a letter of conformance can be issued.
- c) Subsequent CB/VB assessment:
  - (i) Non-conformances shall be closed within a maximum of 28 calendar days.
  - (ii) An immediate suspension shall be issued where a serious threat to food safety, workers, the environment, consumers, and/or product integrity is present. This shall be communicated via an official suspension letter.

### 10.5.2 Product suspension

- a) If the cause of the warning is not resolved within a defined period (maximum of 28 days), a suspension of the letter of conformance shall be imposed by the CB/VB within 24 hours.
- b) If a reputable government regulatory authority has established a clear link between a producer and a foodborne outbreak, suspension of the letter of conformance shall be imposed by the CB/VB while the producer's practices are being reviewed.
- c) If a producer has been found by a court of law to have infringed a national or international law, and these actions can endanger the reputation and credibility of FoodPLUS GmbH, the CB/VB shall suspend the producer's letter of conformance with immediate effect.
- d) A suspension can be applied to one, several, or all of the products covered by the letter of conformance.

- e) A product cannot be partially suspended for an individual producer (single site or multisite without QMS) (i.e., the entire product shall be suspended).
- f) During the period of suspension, the producer is prohibited from using the PFA logos/trademark, letter of conformance, or any other type of document that is in any way linked to the PFA program in relation to the suspended product.
- g) If a producer notifies the CB/VB that the non-conformance is resolved before the defined period, the suspension can be lifted after evaluation of evidence provided by the producer.
- h) Only the CB/VB or the producer group that has imposed the suspension is entitled to lift it, provided there is sufficient and timely evidence of corrective action.
- i) If the cause of the suspension is not resolved within the defined period, a cancellation is imposed.

### 10.5.3 Cancellation

- a) A cancellation of the GLOBALG.A.P. sublicense and certification agreement/service contract shall be issued if one or more of the following apply:
  - (i) The CB/VB finds evidence of fraud and/or lack of trust to comply with PFA requirements.
  - (ii) The CB/VB finds objective evidence that indicates that the producer has been misusing the PFA logos/trademark.
  - (iii) The producer cannot show evidence of implementation of effective corrective actions before the suspension period set by the CB/VB has elapsed.
- b) A cancellation of the GLOBALG.A.P. sublicense and certification agreement/service contract results in the total prohibition (all products, all members/sites) of the use of the PFA logos/trademark, letter of conformance, or any device or document that may be linked to the PFA program.
- c) Producers that have received a cancellation shall not be accepted for PFA registration for 12 months after the date of cancellation.

### 10.6 Notification and appeals

The producer shall either resolve the non-conformances communicated or appeal to the CB/VB in writing against the non-conformances, explaining the reasons for the appeal.

### 10.7 Sanctioning of CBs/VBs

The GLOBALG.A.P. Secretariat reserves the right to sanction CBs/VBs based on evidence of not following procedures or clauses of the GLOBALG.A.P. license and certification agreement signed between the GLOBALG.A.P. Secretariat and the CB/VB.

## 11 CB/VB APPROVAL FOR THE PFA PROGRAM

Depending on who will conduct the PFA assessments, the following registration rules for the CB/VB shall apply.

### 11.1 CBs with final GLOBALG.A.P. approval

- a) If a CB with final GLOBALG.A.P. approval uses CB assessors who are *already qualified* for IFA, these CB assessors will be authorized to carry out PFA assessments for the respective scope. A list of qualified CB assessors for the PFA program shall be registered in the GLOBALG.A.P. IT systems.
- b) If the CB assessors are *not* yet qualified for IFA, the CB needs to assess the compliance of those CB assessors against the qualification requirements for VBs (see Annex II). The CB shall first evaluate and internally record evidence of their compliance before they will be allowed to carry out any PFA assessments. The GLOBALG.A.P. Secretariat reserves the right to ask for these records.
- c) In order to apply, the CB with final GLOBALG.A.P. approval shall:
  - (i) Submit a PFA letter of intent to the GLOBALG.A.P. Secretariat (see Annex V).
  - (ii) Pay an annual CB license fee (scope extension) according to the GLOBALG.A.P. fee table. The PFA scope extension fee for the CB is only charged for the first PFA registration and includes all other PFA scope extensions in any country.
  - (iii) Follow a GLOBALG.A.P. IT systems training related to PFA topics (optional).
  - (iv) Register in the GLOBALG.A.P. IT systems the names of the CB assessors who will conduct the PFA assessments.
  - (v) Take into consideration the clause on liability of the latest GLOBALG.A.P. license and certification agreement and provide sufficient evidence, where applicable.
- d) In all cases, the CB shall assign a contact person for the PFA program. If an in-house trainer from the CB is assigned to train new CB assessors, this shall be communicated to the GLOBALG.A.P. Secretariat.

### 11.2 VBs with GLOBALG.A.P. approval

- a) VBs with GLOBALG.A.P. approval may also conduct PFA assessments, but *only* 1) if they are approved by the GLOBALG.A.P. Secretariat as VBs and 2) if the applicable buyer accepts assessments being conducted by VBs.
- b) To become a VB the following steps shall be implemented:
  - (i) The VB shall comply with the requirements of the VB qualifications (see Annex II for the qualification requirements)
  - (ii) The VB shall submit a letter of intent to the GLOBALG.A.P. Secretariat.
  - (iii) The VB shall request a PFA scope extension. PFA scope extension fees are included in the annual VB license fee.
  - (iv) The VB shall provide the GLOBALG.A.P. Secretariat with the documents required to prove necessary qualifications.
  - (v) The VB shall provide evidence of liability insurance.
  - (vi) *Optional:* The VB may submit a letter from the buyer which states that they accept the PFA program. There is no need for the buyer to demand the PFA program, only to accept the PFA program.

- (vii) Once approved, the VB shall pay the annual VB license fee.
- c) In all cases, the VB shall assign a contact person for the PFA program, and the information of that contact person shall be communicated to the GLOBALG.A.P. Secretariat.

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## **ANNEX I STEPS TOWARD PFA COMPLIANCE**

### **Steps toward PFA compliance for producers**

#### **Step 1: Buyer requests/accepts the PFA program (capacity-building program or local standard)**

The producer and applicable buyer shall discuss the acceptability of PFA.

#### **Step 2: Download PFA normative documents**

PFA normative documents are available for *free* on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)).

#### **Step 3: Find GLOBALG.A.P. approved CB/VB**

See the available list of GLOBALG.A.P. approved CBs/VBs on the GLOBALG.A.P. website ([www.globalgap.org](http://www.globalgap.org)).

If the producer chooses a VB, the buyer shall indicate that they accept PFA assessments when conducted by VBs.

#### **Step 4: Conduct self-assessment**

Determine readiness against applicable PFA level

#### **Step 5: Appointment, registration, and assessment with CB/VB**

PFA-N is issued during the registration process.

#### **Step 6: Letter of conformance**

The letter of conformance is issued once the producer complies with the applicable PFA level.



## ANNEX II VB QUALIFICATION REQUIREMENTS

Here is the list of qualification requirements for VBs.

### 1 FORMAL QUALIFICATIONS (MANDATORY)

- a) A post-high school diploma in a discipline related to the scope of verification (plants) and two years of practical work experience at farm level as an employee or at own/family farm in the relevant scope  
OR  
In the case of a post-high school diploma not related to the scope of verification (plants): three years of practical work experience at farm level as an employee or at own/family farm in the relevant scope after qualification (full-time equivalent)
- b) *Required evidence:* copy of post-high school diploma, curriculum vitae

### 2 TRAINING IN HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP) (MANDATORY)

- a) Certificate of participation in formal training (with minimum duration of eight hours) or as part of formal qualifications (post-high school education)
- b) *Required evidence:* training certificate including content and duration

### 3 FOOD HYGIENE TRAINING (MANDATORY)

- a) Certificate of participation in formal training (with minimum duration of eight hours) or as part of formal qualifications (post-high school education)
- b) The food hygiene training shall cover site management, water, fertilizer, equipment, facilities, and personal hygiene, and it shall also include practical case studies.
- c) *Required evidence:* training certificate including content and duration

### 4 TRAINING IN GOOD AGRICULTURAL PRACTICES (MANDATORY)

- a) Certificate of participation in formal training or as part of formal qualifications (post-high school education)
- b) For plants:
  - (i) Plant protection training including: phytopathology, pest diagnostics, toxicity of products, application equipment (management and maintenance), maximum residue limits, and food safety
  - (ii) Integrated pest management training: as specific training or included as part of plant protection management training
  - (iii) Fertilizer training including: plant nutrition principles and analysis, soil management, fertilizer management, equipment (management and maintenance)
- c) *Required evidence:* training certificate including content and duration

### 5 GLOBALG.A.P. TRAINING (MANDATORY)

- a) Successful completion (attendance and passing the test) of in-house trainer training for plants scope as offered by the GLOBALG.A.P. Secretariat

OR

Successful completion of the GLOBALG.A.P. Registered Trainer training for the applicable product categories as offered by the GLOBALG.A.P. Secretariat

- b) Successful completion of the required PFA training (once available)
- c) *Required evidence:* certificates of successful completion of GLOBALG.A.P. trainings

## 6 AUDITING PRACTICE (MANDATORY)

a) Auditing practice as:

- (i) Second-party auditor (e.g., retail audits, etc.)

AND/OR

- (ii) Third-party auditor in ISO/IEC 9000, ISO/IEC 14000, ISO/IEC 22000, OSHAS 18000, BRCGS, IFS Food, previous GLOBALG.A.P. Option 2 or 4 audits, or producer group audits of organic producers or others

b) *Required evidence:* audit log/certificate

## 7 LANGUAGE SKILLS (MANDATORY)

a) Language skills in the corresponding native/working language, including the locally used specialist terminology

b) *Required evidence:* curriculum vitae

## ANNEX III PFA REGISTRATION DATA REQUIREMENTS

### 1 TYPES OF MASTER DATA REQUIRED

The CB/VB shall 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 letter of conformance.

- 1.1 Company information
- 1.2 Information regarding members/sites/PHUs
- 1.3 Product information
- 1.4 CB/VB assessment report (refer to “GLOBALG.A.P. Audit Online Hub upload rules” for details on the assessment information needed)

#### 1.1 Company information

The following information is necessary to supply each producer in the system with a unique PFA-N.

##### 1.1.1 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 selected countries)
- g) Country
- h) Phone number (if available)
- i) Email address – mandatory for the holder of the letter of conformance (Option 1 individual producer and Option 2 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). It is mandatory for the holder of the letter of conformance (Option 1 individual producer and Option 2 producer group) and for the producer group members as well.
- l) Previous unique PFA-N

##### 1.1.2 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

## 1.2 Information regarding members/sites/PHUs

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

### 1.2.1 PHU information

- a) Company name of PHU (if subcontracted)
- b) City
- c) Country
- d) Phone number (if available)
- e) Email address (if available)
- f) Sub-GLN (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

### 1.2.2 Production site information

The production site information is required for each production site registered by individual producers (Option 1) and producer group members (Option 2). If the producer group member is a multisite producer, each production 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 (if available, voluntary)
- e) Geospatial coordinate information of the physical location of the production site: Northern/Southern latitude and eastern/western longitude in decimal format (2+5 digit format, e.g., 10.12345). Use of a central point of the production site to register the location.
- f) Products produced at each production site

## 1.3 Product information

This information provides more details on the products to be assessed and shall be used to invoice the producer. This information shall be updated if there are any changes detected during the CB/VB assessments.

- a) Products
- b) Subcontracted activities
 

Note: This is not recorded in the GLOBALG.A.P. IT systems during registration but is necessary for the CB/VB to plan the assessment.
- c) Quantity information (based on requirements as explained in the GLOBALG.A.P. 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

(ii) 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 letter of conformance and not to the “total area of production.”

(iii) Plant propagation material: annual area under production (ha)

d) Option (per letter of conformance)

- Option 1 single site producer
- Option 1 multisite without QMS
- Option 1 multisite with QMS
- Option 2 producer group

e) Scheme name (per letter of conformance)

f) Country of destination

g) Specific requirements:

(i) Noncovered or covered production (production in controlled environment)

(ii) Exclusion of harvest when not applicable per product

(iii) Exclusion of product handling when not applicable per product

(iv) The unique PFA-N of the producer subcontracted for product handling (if applicable)

## ANNEX IV RULES FOR USE OF PFA LOGOS AND TRADEMARK

### 1 PFA LOGOS AND TRADEMARK

- a) The GLOBALG.A.P. Secretariat is the owner of the PFA logos and the PFA trademark collectively with the GLOBALG.A.P. trademark (the word image “GLOBALG.A.P.”, the GLOBALG.A.P. logo, and its “G”-shape logo).
- b) The CB/VB is expected to verify the correct use of the PFA trademark on farms at all times. Infringement of these rules by suppliers can lead to sanctions.
- c) Products originating from PFA-verified production processes shall not be labelled, marked, or described in a manner that implies they meet food safety criteria.
- d) The same rules as described in the “GLOBALG.A.P. trademarks use: Policy and guidelines” in its latest version apply to the PFA logos and trademark.

### 2 SPECIFICATIONS

- a) The PFA logos shall always be obtained from the GLOBALG.A.P. Secretariat. It is available in the CB Extranet. This ensures that it consists of the exact corporate identity color and format as below. The producer may not alter, modify, or distort the PFA logos in any way.



### 3 PFA-N

- a) The PFA-N is a 13-digit numeric identification code, *not* including the PFA trademark, and is unique to each and every producer and producer group assessed against the PFA program. For this number, the GLOBALG.A.P. Secretariat uses existing GLN issued and purchased from the local GS1 organization ([www.gs1.org](http://www.gs1.org)) or alternatively – in its absence – the GLOBALG.A.P. Secretariat assigns its own interim GLN. The PFA-N indicates registration for the PFA program. As soon as a product is IFA certified the prefix name will change to “GGN.” The numeric digits for the GGN will remain identical to the PFA-N linked to the legal identity.
- b) The PFA-N issued by the GLOBALG.A.P. Secretariat shall be used in connection with the PFA program only. It is prohibited to use it in any other context or in relation to third parties.
- c) Where producers have their own GLN, this number replaces the PFA-N.

**ANNEX V LETTER OF INTENT TEMPLATE**

*(Note: This letter of intent shall be completed by any certification body (CB)/verification body (VB) that wants to conduct PFA assessments.)*

## [Producer]’s Primary Farm Assurance (PFA) Letter of Intent

Attention: GLOBALG.A.P. CB administration

Date: \_\_\_\_\_

**RE: Letter of intent to assess against the PFA program**

Please accept the intention of **[COMPANY NAME]** to conduct PFA assessments for the following scopes and product categories:

\_\_\_\_\_

Will the PFA assessments be conducted in the USA/Canada:  Yes  No

1. We hereby commit to paying all fees as per the GLOBALG.A.P. fee table on time.

2. We are a: **[Choose whichever is applicable]**

GLOBALG.A.P. finally approved CB

GLOBALG.A.P. approved VB

3. We appoint Mr./Mrs./Ms./Dr. \_\_\_\_\_ as the **in-house trainer** (if applicable) for the PFA program.

4. We appoint Mr./Mrs./Ms./Dr. \_\_\_\_\_ as the **contact person** for matters relating to the PFA program.

The contact details of the contact person are as follows:

Phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

5. Please find attached the list of the names of the CB/VB assessors approved to conduct PFA assessments (with the relevant qualification records in the case of a VB)

Kind regards

**[Signature]**

**[LAST NAME, FIRST NAME, and TITLE]**