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	Procedure: Marketing, application and Contract Review	Effective Date: 2023-07-14	

## MARKETING, APPLICATION AND CONTRACT REVIEW PROCEDURE

### 1. Purpose

This document describes the procedure **form** receiving a request for a **GLOBALG.A.P.** audit and for coordinating the activities for the review of applications through to the registration on the different GlobalG.A.P. platforms. It also includes the specified requirements defined, understood and fulfilled as per **GLOBALG.A.P.** certification requirements and amendments made with the product certification. The purpose of this procedure is to:

- Define the method for the review of **audit** requests, and compiling proposals/quotations and contracts.
- Ensure that the requirements are adequately defined and documented
- Resolve any differences between the requester of certification and **Partner Africa** before accepting the product in the system

### 2. Scope

This procedure covers overall the inquiry, proposal/**quotation**, **application** review activities, and the registration of the client/producer on the GlobalG.A.P. online platforms. This procedure details the different stages, those responsible for carrying out the review stages, and the contents of the review stages.

- 2.1 General
- 2.2 Inquiry
- 2.3 Application
- 2.4 Application review
- 2.5 Proposal/Quotation Preparation
- 2.6 Sublicence Agreement
- 2.7 Client/Producer Registration
- 2.8 Auditor Online Hub Registration
- 2.9 Audit Confirmation and Planning

### 3. Definitions & References

#### 3.1 Definition

CRM : Customer relationship Management

#### 3.2 References

- 3.2.1 **General Regulation -Rules for Certification Bodies**
- 3.2.2 **GlobalG.A.P. sublicence and certification agreement**
- 3.2.3 **GlobalG.A.P. wiki**
- 3.2.4 **GlobalG.A.P. Data base**
- 3.2.5 **GlobalG.A.P. Validation Services**
- 3.2.6 **GlobalG.A.P. Online Auditors Hub**
- 3.2.7 Salesforce PA electrical system

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#### 4. Responsibility

- 4.1 The **Scheme Manager** is responsible for compiling and approval of the proposal which includes a quotation and the terms for **Partner Africa**. The **Audits Coordinator** is responsible for the receipt of client/producer inquiries or telephonic inquiries. The interested client/producer fills out the required information on the application form as per **GLOBALG.A.P.** certification requirements.
- 4.2 The **Audits Coordinator** may schedule a telephonic engagement with the client/producer where necessary.
- 4.3 The **Scheme Manager** is responsible for all business development for Certification audit activities.

#### 5. Description of Activity

##### 5.1 General

- 5.1.1 **Partner Africa** are a well-known Social Compliance Audit Body in Africa which supports in creating awareness when **Partner Africa** expand its services in the **certification market**. Through this effort, potential clients/producer are made aware of the quality of services provided by **Partner Africa**. As part of marketing efforts, clients/producer are also made aware regarding the types of accreditations and recognitions/certifications held by **Partner Africa** and benefits of taking services from **Partner Africa**. This includes geographic areas at which **Partner Africa** operates across the world.
- 5.1.2 Based on the above marketing efforts, clients/producer may show interest in getting their product certified by **Partner Africa**.

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5.1.3 The objective understand the clients/producer's activities is to gain an understanding of a client's/producer's requirements. This application process includes:



## 5.2 Inquiry

Partner Africa can received enquiries on different means

- Web site enquiries, via the contact us tab that will sent an email to the Auditor coordinator
- Direct email to [globalgap@partnerafrica.org](mailto:globalgap@partnerafrica.org)

Upon receipt of the email, the **Audit coordinator** email an application form (F22) and **sublicence and certification agreement** to the client/producer for completions

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### 5.3 Application

Partner Africa has developed an application form that is in line with all the relevant requirements from GLOBALG.A.P. and consists of the following sections

#### 5.3.1 Producers, Company Details

The legal company name as it should appear on the GLOBALG.A.P. certificate, the ownership of the company. Address details and the relevant contact personnel, for auditing purposes as well as for financial inquiries.

Business Details		Besigheid Besonderhede	
*Business / Company Name <i>(Please use full name of company)</i> This is also the name that will appear on the Registration Number of Company (VAT/TAX number/Chamber of Commerce No)	Reg: VAT:	*Besigheidnaam <i>(Gebruik asseblief die volle naam van die Maatskappy)</i> Dit is ook die naam wat op die sertifikaat sal Registrasie nommer van Maatskappy (BTW/Belasting No)	KRA PIN Nommer <i>(Verpligtende vir <u>Kenia</u>-Maatskappye)</i>
KRA PIN Number <i>(Mandatory for <u>Kenya</u> Companies)</i>			
Company Address	*Address Line 1	*Adres Lyn 1	Besigheid Adres
	*Address Line 2	*Adres Lyn 2	
	*Town/City	*Dorp/Stad	
	*Postal code	*Poskode	
	*Country South Africa	*Land	
	Region	Provinsie	
	Web address	Web Adres	
Language Preference	Taal voorkeur		
Legal Representative	Job Title	Pos benaming	Maatskappy Kontak Persoon
	Title	Titel	
	First Name	Eerste Naam	
	Last Name	Van	
	Mobile Numbers	Sel Nommer	
	*Email Address	*Epos Adres	
	Fax Number	Faks Nommer	

Red-colored block are required filed and is compulsory to be filled in. After completion the red section turn yellow. The yellow clocks information is used to register client/ producer on GlobalG.A.P IT systems

Also relevant staff information is required during the peak season, this information are used for GRASP add-ons and also passed on to the auditor in order established if the Health & Safety personal total requirements are met.

Worker totals during peak season	Werkertotale gedurende spitsseisoen						
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Total
		Tydelik	Agentskap		Tydelik	Agentskap	Totaal
Workers Numbers - Male Werkers nommers - Mans							0
Workers numbers - Female Werkers nommers - Vrouens							0
<b>Total/Totaal</b>	0	0	0	0	0	0	0

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### 5.3.3 Registration details

The registration detail requires the client/producer's GGN number if the client/producer is an existing GlobalG.A.P. certified client.

Partner Africa Number if it is an existing PA client.

Scope and option applied for.

New to the new IFA v6, is the audit cycle. The first and 4th-year audits cover the full spectrum of the standard are both certification and recertification audits. Subsequent audits concentrate more on operational aspects and Option 1 and Option 1 without QMS shall be used to allocate the 10% unannounced audits that need to be conducted annually.

**GR-Rules for Certification Bodies ver. 6.0 clause 7.4 Unannounced CB audits**  
**GR-Rules for Certification Bodies Part III ver. 5.4.1-GFS clause 5.4 Unannounced Inspections and Audits.**

GGN Number		GGN Nummer
Partner Africa Number	PA-	Partner Africa Nummer
<b>Scope Applied for :</b>		<b>Omvang Aansoek vir :</b>
GlobalG.A.P. Fruit & Vegetable IFA v5.4.1 GFS		GlobalG.A.P. Vrugte & Groente IFA v5.4.1 GFS
GlobalG.A.P. Fruit & Vegetable IFA v6 SMART		GlobalG.A.P. Vrugte & Groente IFA v6 SMART
<b>Certification Option Applied for :</b>		<b>Sertifiserings Opsie Aansoek :</b>
Option 1 Single Site		Opsie 1 Enkelperseel
Option 1 Multi-site without QMS		Opsie 1 Multi-werf/perseel sonder QMS
<b>Pre-Inspection</b>		<b>Voor - inspeksie</b>
This helps to identified the extended of the compliance of current farming system as per GlobalGAP. requirements prior to the first inspection/audit		Dit help om die uitgebreide nakoming van die huidige boerderystelsel volgens GlobalGAP. vereistes voor die eerste inspeksie/audit
<b>Initial / First Audit</b>		<b>Aanvanklike / eerste Oudit</b>
1st GlobalGAP audit must have 3 months of records & internal assessment. IFA 5.4.1 transfers		IFA 5.4.1 CB Oordrag
Subsequent CB Audit Yr 2		Daaropvolgende CB Oudit Yr 2
Subsequent CB Audit Yr 3		Daaropvolgende CB Oudit Yr 3
Application for off-site/onsite module audit CB may decide to offer. Please note this a two module audit.		Aansoek vir af-perseel/ opperseel module oudits CB sal finale besluit maak. Neem kennis dit is 'n 2 module oudit
Application for Unannounced reward program ONLY for opt1 client		Aansoek vir onaangekondigde beloningsprogram KANLEENLIK vir op 1 kliente
Peferred audit period		Voorgestelde oudittydperk
Please provide dates not available for unannounced audit Max of 15days allowed		Verskaf asseblief datums wat nie beskikbaar is vir onaangekondigde oudit nie Maks. 15dae toegelaat

In the case where a client/producer is transferring from another Certification Body (CB) the existing CB information are required in order to do the transfer.

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CB Transfer	CB Oordrag
Are you transferring from another Certification Body for the full audit?	
Kom U oor van 'n ander Sertifiseering liggaam vir volledige sertifiserings oudit?	
If already certified, are you applying for certification of a crop that are not currently certified by another CB? If YES, please indicate which products on the "Product Detail" Tab	
Doen u aansoek by Partner Africa vir sertifisering van 'n ander produk, nie deur ander SL gesertifiseer nie? Indien JA dui die spesifieke produk aan op die "Produk Besonderhede" blad aan.	
Do you have any open sanctions that Partner Africa should be aware of?	
Het u enige oop sanksies wat Partner Africa bewus moet wees van?	
<b>Registration detail for prevous CB:</b>	<b>Registrasie besonderhede van vorige CB :</b>
Provide prevous GGN/GLN number	Verskaf vorige GGN/GLN-nommer
Name of Certification Body transferring from	Naam van Vorige Sertifiserings liggaam
<b>NB. Failure to communicate the previously assigned unique Global.G.A.P number will result in a surcharge of the registration fee of €200 to the producer.</b>	
<b>NB. Versium om die voorheen toegekende unieke Global.G.A.P-nommer te kommunikeer, sal lei tot 'n aanslag van €200 registrasiefooi betaalbaar deur die produsent.</b>	

### 5.3.4 Produce Site & Handling Units

List all the relevant sites that need to be audited, indicating the main site or subsite. The physical address in order to determine the distance between sites that will influence the audit days.

Produce handling facilities information and if it is a central or primary packhouse. The client/Producer also needs to indicate if the handling unit has a stand-alone certification e.g. BRCGS, FSSC, IFS, or GlobalG.A.P.-PHA.

Production site to be audited details										Werf/Produkisie area wat ge-oudit moet		<a href="https://www.intona.net/degrees-minute-seconds-to-decimal-degrees">https://www.intona.net/degrees-minute-seconds-to-decimal-degrees</a>	
Site Ref. No.	Site Registration no.	*Site Name /Producer	*Main Site	Address Line 1	Address Line 2	Town/City	Postal code	Country	Region	Latitude	Longitude		
Werf/Produkisie area No.	Plaas Registrasie No. e.g PUC	*Werf/Perseel Naam./Produsent	*Hoof/Werf/Perseel	Adres Lyn 1	Adres Lyn 2	Dorp/Stad	Poskode	Land	Provinsie	Breedtegraad	Lengtegraad		
S/W1													
S/W2													
S/W3													
S/W4													
S/W5													
S/W6													
S/W7													
S/W8													
S/W9													
S/W10													

Packhouse where the produce are packed details										Produk Hanterings Eenheid waar produk versap word besonderhede			
PA PHU Ref. No.	Packhouse Reg. No.	*Site Name /Producer	*Main Site	Central Packhouse	Certification	Address Line 1	Address Line 2	Town/City	Postal code	Country	Region	Latitude	Longitude
PA PHU Ref. No.	Pakhuis Reg No. e.g PHC	*Werf/Area Naam./Produsent	*Hoof/Werf/Perseel	Sentrale Pakhuis	Sertifisering	Adres Lyn 1	Adres Lyn 2	Dorp/Stad	Poskode	Land	Provinsie	Breedtegraad	Lengtegraad
PH01													
PH02													
PH03													
PH04													
PH05													

Contact details for the responsible person or personnel at both the sites and the product handling unit are required.

Responsible Person details		Verantwoordelike Persoon besonderhede				
Job Title	Title	First Name	Last Name	Mobile Numbers	Email Address	Telephone Numbers
Werkstitel	Titel	Eierste Naam	Van	Self Nommers	Epos Adres	Landlyn Nommers

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5.3.5 Product Details & List of Countries

**Product detail**, the crop to be audited and it needs to be on the **GLOBALG.A.P. product list**, the application form has a drop-down containing all the registered products.

**Uncovered or Covered crops:** The harvesting periods will assist with planning the audit date. The harvest cycles and the total hectares that are important for the fee structure and the quotation and if there is produce handling that will also need to be taken into consideration for audit duration.

**Parallel Production** Definition: A case in which a producer produces the same product partly in a GLOBALG.A.P. certified production process and partly in a non-certified one. All crops and hectares need to be recorded and the auditor needs to confirm these during the audit.

*GR-Rules for Parallel Ownership ver. 6.0*

*GR-Crop Rules ver. 5.4.1-GFS clause 3 Parallel Production/Ownership*

**Harvesting Exclusion** The producer must apply for exclusion per product with detailed justification. Partner Africa will give approval of exclusion on a case-by-case basis before the registration is approved.

*GR-Rules for Plant Scope ver. 6.0 clause 2.2 Harvest Exclusion*

		Product 1	Product 2
		Produk 1	Produk 2
Product Detail	Site Ref. No.		
	Werf/Produksie area No.	S/W1	
	Site Name /Producer		
	Werf/Area Naam /Produsent	0	
	Crop Name / Gewas Naam	Apple	
	Product Code / Produk Kode	2	
e.g 2023-10-10			
Uncovered	Harvest period	Start date	
	Oes Typerk	Begin Oes datum	
		End date	
		Oes eindiging datum	
	Amount of harvest cycles / Hoeveelheid oes siklusse		
	1st Harvest in Hectares / 1st Oes hoeveelheid in Hektare		
Further harvest in Hectares / Verdere oes hoeveelhede in Hektare			
N/A = 0			
Covered	Harvest period	Start date	
	Oes Typerk	Begin Oes datum	
		End date	
		Oes eindiging datum	
	Amount of harvest cycles / Hoeveelheid oes siklusse		
	1st Harvest in Hectares / 1st Oes hoeveelheid in Hektare		
Further harvest in Hectares / Verdere oes hoeveelhede in Hektare			
Registration Detail	Harvest Excluded		
	Oes Uitsluiting		
	Product Handling		
	Produk Hanteering		
	Parallel Production (Only IFA v5.4.1)		
	Paralelle Produksie (Net vir IFA v5.4.1)		
	Parallel Ownership		
Parallelle Eienaarskap			
GMO Product			
GMO Produk			

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List of countries exported per product, there is space allocated for 6 products if the client/producer wants to certify more than 6 products an alternative list needs to be sent to the client/producer.

<b>AFG</b> Afghanistan	1 2 3 4 5 6	<b>ALB</b> Albania	1 2 3 4 5 6	<b>DZA</b> Algeria	1 2 3 4 5 6
<b>BHR</b> Bahrain		<b>BGD</b> Bangladesh		<b>BRB</b> Barbados	
<b>BRA</b> Brazil		<b>BGR</b> Bulgaria		<b>BDI</b> Burundi	

### 5.3.6 Subcontractor information

If the client/producer makes use of a subcontractor this information needs to be filled in in order to verify, or work in alternative audit time to visit the given site.

If the client/producer answers no the section blacks out.

	Cultivation Verbouwing	Fertilizer Application Kunsmistoediening	Crop Protection Gewasbeskerming	Harvesting Oes Dienste	Washing Was	
Are Subcontractors used					N	Word Subkontraieurs hul
Business Name					Y/J = Yes/Ja N = No/Nee	esigheids Naam
Address Line 1						adres Lyn 1
Address Line 1						Adres Lyn 2
Town/City						Dorp/Stad
Postal code						Poskode
Country Region						Provinsie
Contact Person						Kontrak Persoon
Contact No						Kontaknommer
Distance for Producer						Afstand van Produzent

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## 5.3.7 Product Summary

This section explains the GlobalGAP fee structure, it also summarises the product details for easier calculation of the quotation.

It also prompts the client/producer as to what currency the quotation needs to be issued.

The GLOBALG.A.P. system participation fee is calculated based on the total production area for each product registered for GLOBALG.A.P. certification, including multiple growing cycles. i.e. - the area that is registered for an annual certification cycle shall be tallied for each growing cycle and for each crop.  
 Annual crop : Any surface that is used more than once in an annual certification cycle shall be registered as further harvest.  
 Perennial crops : the area covered by the registration fee is the area in production, i.e. juvenile, non-producing fruit trees are not subject to any fee.  
 The payment of the relevant GLOBALG.A.P. system participation fee does not guarantee the issuing of a certificate.  
 Die GLOBALG.A.P. stelseldeelnamefooi word bereken op grond van die totale produksiegebied vir elke produk wat vir GLOBALG.A.P. sertifisering, insluitend veelvuldige groeisykles. Maw - die area wat vir 'n jaarlikse siklus geregistreer is, moet vir elke groeisyklus en vir elke gewas getel word.  
 Eenjarige gewas: Enige oppervlak wat meer as een keer in 'n jaarlikse sertifiseringsiklus gebruik word, sal as verdere oes geregistreer word.  
 Meerjarige gewasse: die area wat deur die registrasiefooi gedek word, is die area in produksie, dit wil sê jong, nie-produiserende vrugtebome is nie onderhewig aan enige fooi nie.  
 Die betaling van die betrokke GLOBALG.A.P.-stelseldeelnamefooi waarborg nie die uitreiking van 'n sertifikaat nie.

### 1. Fruit and Vegetables - IFA v5.4.1

Uncovered	
Hectares	Fee
< 0.1	€0.11
≥ 0.1 - < 0.5	€2.12
≥ 0.5 - < 2	€4.24
≥ 2 - < 5	€10.60
≥ 5 - < 15	€15.90
≥ 15 - < 100	€31.80
≥ 100 - < 1,000	€74.20
≥ 1,000 - < 5,000	€159.00
≥ 5,000 - < 10,000	€318.00
≥ 10,000	€530.00

Covered	
Hectares	Fee
< 0.1	€0.27
≥ 0.1 - < 0.5	€5.30
≥ 0.5 - < 1	€10.60
≥ 1 - < 1.5	€15.90
≥ 1.5 - < 5	€31.80
≥ 5 - < 10	€53.00
≥ 10 - < 30	€84.80
≥ 30 - < 100	€159.00
≥ 100 - < 500	€318.00
≥ 500	€530.00

Certificate licence fees for GLOBALG.A.P. IFA, PSS, Plant Propagation Material, Flowers and Ornamentals

Fee type	Fee
Option 1, and 1.5 (Multisite - main site)	€25.00
Option 2 Producer Group	€130.00
*Option 2 Producer	€1.00

### Partner Africa Quotation

Please indicate in what currency you want your quotation

R -ZAR     £ -GBP  
 € -EUR     \$ -USD

Crop Name Gewas Naam	Product 1 Produk 1	Product 2 Produk 2
		Apple
<b>Uncovered    Oopland Produksie</b>		
Amount of harvest cycles Hoeveelheid oes siklusse	0,00	0,00
1st Harvest in Hectares 1st Oes hoeveelheid in Hektare	0,00	0,00
Further harvest in Hectares Verdere oes hoeveelhede in Hektare	0,00	0,00
<b>Total Hectares Uncovered</b>		
<b>Totale Hektare Oopland</b>	0	0
<b>Covered    Bedekte Produksie</b>		
Amount of harvest cycles Hoeveelheid oes siklusse	0,00	0,00
1st Harvest in Hectares 1st Oes hoeveelheid in Hektare	0,00	0,00
Further harvest in Hectares Verdere oes hoeveelhede in Hektare	0,00	0,00
<b>Total Hectares Covered</b>		
<b>Totale Hektare Bedekteland</b>	0	0

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### 5.3.8 Declarations

This needs to be in line with **GR-Rules for Certification Bodies ver. 6.0 clause 6.2.1 & 6.2.2;** **GLOBALG.A.P. Data access rules and the Data Policy**

**Declaration**

We hereby declare that the information provided in the document is correct to the best of my knowledge and we are bound to follow the rules of certification.

**By signing below producers are confirming that:**

We/I have read and agree to abide by the applicable and current version of the GLOBALG.A.P. Standard (control points and compliance criteria v.5.4.1 / Principles & Criteria v.6 and General Regulations and rules which is available from – [www.globalgap.org](http://www.globalgap.org))

We/I have read, understood, accept and signed the GLOBALG.A.P Sublicence and Certification Agreement in force, send with the application. ( available from GlobalG.A.P web page or form Partner Africa office upon request)

We/I agree that details may be displayed on the GlobalG.A.P. website and shered with GlobalG.A.P. members as defined in the applicable standard General Regulations and sublicense agreement.

We/I understand and agree that we/I are entering into a contract with Partner Africa. The validity of this agreement is strictly linked to the validity of the contract with Partner Africa, from the date of the signature of this application and up to the end of it, which may coincide, if appropriate, with the validation date of the certificate issued.

Partner Africa respects your privacy and is committed to protect your personal data

I agree to grant access of my company name and address to the "Public" data access group after explaining this option to me. Y/N

Ek stem in om toegang tot my maatskappy se naam en adres aan die "Publieke" datatoegangsgroep te verleen nadat ek hierdie opsie aan my verduidelik het.

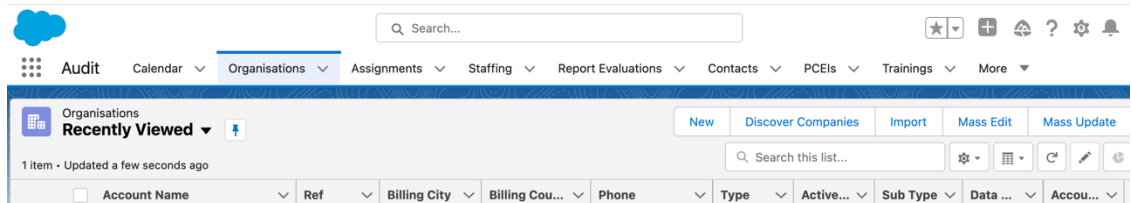
Application completed By:		Aansoek voltooi Deur:		Signature	Handtekening
Title		Titel		Sign Here : Tekon Hier :	
First Name		Eerste Naam			
Last Name		Van			
Job Title		Werkstitel			
Mobile Numbers		Sel Nommer			
Date		Datum			

Please return registration form to Partner Africa [globalgap@partnerafrica.org](mailto:globalgap@partnerafrica.org)  
 Stuur asseblief die registrasie form terug na Partner Africa

### 5.4 Application review.

The application are received by the Audit Coordinator, and the new client/organisation are registered in **Partner Africa** electronical Auditing App system Salesforce. The application form are uploaded **on the box system to be reviewed by the Scheme Manager**

The application form has a building review section on each page and the finally needs to be signed of as complete



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Business Details		Besigheid Besonderhede	PA Hersiening
<b>*Business / Company Name</b> <small>(Please use full name of company)</small> This is also the name that will appear on the <b>Registration Number of Company</b> <small>(VAT/TAX number/Chamber of Commerce No)</small>	Reg:	<b>*Besigheidnaam</b> <small>(Gebrauk asook/af die volle naam van die Maatskappy)</small> Dit is ook die naam wat op die sertifikaat sal <b>Registrasie nommer van Maatskappy</b> <small>(BTW/Belasting No)</small>	
<b>KRA PIN Number</b> <small>(Mandatory for <u>Kenya</u> Companies)</small>	VAT:	<b>KRA PIN Nommer</b> <small>(Verpligtende vir <u>Kenia</u>-Maatskappye)</small>	

*For office use only:*

Page reviewed By     :

Application review form F24, is incorporated as part of the Excel spreadsheet and is completed by the Scheme Manager. Scheme Manager reviews the information provided by the client/producer and ensures that:

- 5.4.1 Producers, Company Details: Fully completed, and Partner Africa is registered for that specific Country, also taking into consideration the Country Risk assessment.
- 5.4.2 Registration details  
 First registration the client/producer needs to be informed of the receipt of the application form within 28 calendar days.  
**Partner Africa** shall register a new client/producer on GLOBALG.A.P. IT System and generate the unique GLOBALG.A.P number.  
 Existing client/producer information needs to be verified within the GLOBALG.A.P. IT system, need to ensure that no sanctions are pending against the client/producer. Ensure that all the requirements for transfer between CBs are met as stipulated in **GR-Rules for Certification Bodies ver. 6.0 clause 9**  
 The scope and the option indicated that Partner Africa can assist and have an auditor available.
- 5.4.3 Produce Sites & Produce Handling Units – ensure that if it is a multi-site that all the sites are listed. Produce Handling Units included in the assessment or already have a certification in place, review if the certification is valid on the different platforms e.g. BRC, FSSC
- 5.4.4 Product Details  
**Product detail**, inline and registered crops as stipulated in **GLOBALG.A.P. product list**.  
**Harvesting Exclusion** review information, if not clear contact the relevant client/producer representative to obtain all the information. All relevant legal agreements are in place. Approved or reject this application. All relevant
- 5.4.6 Subcontractor information, included in the assessment or already have a certification in place, review if the certification is valid on the different platforms
- 5.4.7 Declarations, the importance is to ensure the client/producer understands and has signed the data requirements.

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Departments:  
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2023-07-14

GLOBALG.A.P. Application/Aansoek Review				Comments	Date
Following information was verified					
Company Address and location	Yes		No		
Company Contact information	Yes		No		
Registration details:					
Is this a First-time registration	Yes		No		
In the case of Yes.	Date				
<i>Please record the date that the client was informed of receipt of application (28days calendar)</i>					
Was client registered on GlobalG.A.P IT system	Yes		No		
Is this an existing Client	Yes		No		
Is this a transfer Client	Yes		No		
If yes to transfer Client is there any sanctions against client	Yes		No		
Is client details currently on GlobalG.A.P IT system	Yes		No		
Scope and option checked	Yes		No		
Product detail inline with GlobalG.A.P product list	Yes		No		
Parallel production checked	Yes		No		
Harvesting Exclusion:					
Is there sufficient justification provided	Yes		No		
Was the Harvest Exclusion approved :	Yes		No		
<i>Please provide reasons</i>					
Produce Handling	Yes		No		
If produce handling is NO was the certificated held by the PHU verified on the different plat form and is it current.	Yes		No		
<i>Please provide details</i>					
Subcontractors' details verified	Yes		No		
<i>Please provide details</i>					
Declaration certified	Yes		No		
<i>Please provide details with regard to client's data request</i>					
Any special briefing to the evaluator for the guideline documents					
Remote audit requested	Yes		No		

Number for evaluation days		
What contract cycle (e.g 1st: 2nd; 3rd; 4th year) are the producer in?		
PA Cliente no		Euro exchange 21
GG Fee calculation	Euro	Rand
Auditing fee		Rand
Traveling km @R7/km	Amount	Rand
Other : Certification fee	Euro	Rand
Application reviewed and approved by		
Date of final review and approval		

The number of audit days is calculated, as well as the auditing fees. These recommendations are sent to the Head of audits for final approval. After completion of the review application review forms are sent to the Debtors clerk to generate a quotation.

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**5.5 Proposal/Quotation Preparation**

- 5.5.1 After the review and assessment of the application form, a detailed proposal/quotation is prepared on the basis of information and inputs obtained from a prospective client/producer based on the **GLOBALG.A.P. Fee Table** structure and Partner Africa detailed fee structure. Needs to cover all commercial information as set out in **GR-Rules for Certification Bodies ver. 6.0 clause 6.2.**
- 5.5.2 The proposal/quotation is generated out of Partner Africa’s electronic CMR system salesforce.
- 5.5.3 The **Invoice & Debtors Clerk** prepares the quotations:  
The quotation may be for any of the following –
- **GLOBALG.A.P** certification for a new client/producer,
  - Inclusion of a new facility to an existing client/producers certificate (Extending the scope),
  - Inclusion of a new product to an existing client/producers certificates (Extending the scope),
- 5.5.4 The quotation also outlined to the prospective client/producer that payment of the GLOBALG.A.P. fees does not guarantee the issuing of a GLOBALG.A.P. certificated
- 5.5.5 The quotation is sent to the client/producer for acceptance and signature and a copy is saved on Box (online document storage system). *Box/Customer Files>1.Quoted*
- 5.5.6 The above-mentioned document in 5.5.3 is signed and returned to the Invoice & Debtors Clerk and Audits Coordinator as acceptance of the quotation to conduct a GLOBALG.A.P. audit at the site.

**5.6 Sublicence Agreement**

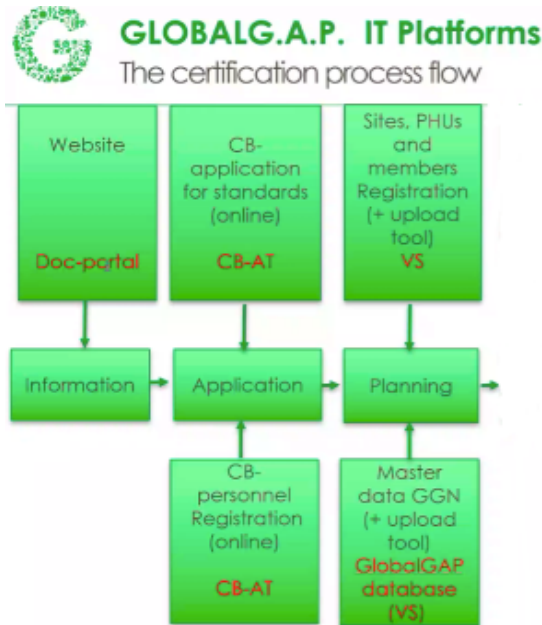
- 5.6.1 The signed quotation is uploaded under the relevant organizations/ client/producer profile in the box. (online document storage system).
- 5.6.2 The GLOBALG.A.P. **sublicence agreement** was submitted to the client/producer with the application form for review and completion and signing following an onsite evaluation and a certification decision activity. The sublicence agreement/contract document includes the following:
- Standard terms and conditions (included in GLOBALG.A.P. Application form)
  - Rules of **GLOBALG.A.P.** certification (GLOBALG.A.P. Sublicence agreement)
  - Confirmation of client/producer details (included in GLOBALG.A.P. Application form)
  - Client/producer agreement through a signature (GLOBALG.A.P. Application form & Sublicence agreement)
- 5.6.3 The certificate can only be issued after receipt of the sublicence agreement signed by the client/producer following a certification decision. The **Head of Audits** signs the agreement prior to sending it to the client/producer.
- 5.6.4 The signature of the client/producer on the sublicence agreement indicates his/her agreement to comply with standard terms and conditions and rules of **GLOBALG.A.P.** certification.
- 5.6.5 The signed agreement by the client/producer is accepted by the **Scheme Manager**. All registrations and changes are made on the GLOBALG.A.P. IT system.

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## 5.7 Client/Producer Registration

5.7.1 After the signed quotation is received back the Scheme Manager registers the client/producer on the GlobalG.A.P. IT system.



Step 1 : Searching for client/ producer on the GlobalG.A.P. Database to see if the Client/producer and/or GGN Number already exist on GlobalG.A.P System

<https://database.globalgap.org/globalgap/search/SearchMain.faces>

GLOBALG.A.P. Contact | Disclaimer | Privacy Policy | Terms of use

Home Search Notification Database Wiki Login

Search > Search

There are several options to search in the GLOBALG.A.P. Database. Please note that search results depend on your complete search input and on your data access. For example more information is available for market participants.

**Search #1 - Identify producer via unique codes**  
You may enter either a GGN, LGN, CoC Number, CB registration ID, GLOBALG.A.P. certification number, GLN or Sub-GLN registered in the GLOBALG.A.P. database

GGN / GLN / LGN / CoC Number, CB registration ID, GLOBALG.A.P. certification number

**Search #2 - Browse the GLOBALG.A.P. database for producers via producer name and location**  
Please note that search results vary according to your assigned role and the access right setting of the respective producers

Name\*  \*Mandatory for Search #2

Country  Federal State  City  ZIP

Step 2: The online registration contains two steps defined: *Notification & Registration*

### New Client/Producer:

Full explanation on how to register a new client follow the online GlobalG.A.P. Wiki procedure

### **GlobalG.A.P Wiki: old Producer/producer Group Registration**


[https://old.wiki.globalgap.org/index.php/Producer/producer\\_group\\_registration](https://old.wiki.globalgap.org/index.php/Producer/producer_group_registration)

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After the online registration is complete an email will be sent confirming the GGN registration

•  **database@globalgap.org**  
Tm90aWZpY2F0aW9uIFByb2R1Y2Vy  
To:

Dear Ms.

Thank you for entering the company into our GLOBALG.A.P. database. The company will receive the  
GLOBALG.A.P.-No. 406365162636

The system is now validating the data. Please continue with the registration process as soon as the validation process is finished and the company appears in the list of companies to be registered.

If you have any further questions or comments, please contact us.

Kind regards,

GLOBALG.A.P. secretariat

### CB Transfer

In case a client has informed the new Certification Body in the application form that its products has already been certified by a different Certification Body (recently or in the past), thus it owns a GGN, the new Certification Body is not allowed to notify and register this client again, because this result in creating a new GGN - a double registration.

It is crucial for the integrity of the system that every producer can only be found with one GGN in the database. Therefore these clients (GGNs) have to be **transferred** in the database. **Transfer of a GGN with valid cycles is not possible, only after the accepted product cycle or the certificate has run out, i. e. producers/producer groups without accepted or certified products** are free to switch their Certification Body immediately without further consultation of GLOBALG.A.P.

Full explanation on how to Transfer Client/procure for old CB to PA follow the online GlobalG.A.P. Wiki procedure

**GlobalG.A.P Wiki: old Transfer** (<https://old.wiki.globalgap.org/index.php/Transfer>)

**GlobalG.A.P Wiki Transfer of a certification Body** (<https://ggwiki-globalgap.org/transfer-of-a-certification-body/>)

For both CB Transfer clients/producers and existing clients follow the registration Wiki procedure.

### Step 3: Managing Client/Producers details and information

When selecting *Masterdata* and *Producer/Producer Group* every Certification Body has an overview of its own clients. They can be searched by GGN, product, country, scheme etc. There all information can be changed: organization (company) name, address, CB registration number or the Global Location Number (GLN). If a GLN is saved for a producer, this GLN will replace the GGN. It is possible to look up the producer in the public search both with the GGN and the newly entered GLN - once the change has been saved in Masterdata

Full explanation on how to review and manage clients/producers' details follow the online GlobalG.A.P. Wiki procedure

**GlobalG.A.P Wiki: old Producer/producer group master data**  
([https://old.wiki.globalgap.org/index.php/Producer/producer\\_group\\_masterdata](https://old.wiki.globalgap.org/index.php/Producer/producer_group_masterdata))

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#### Step 4: Managing Product online

As soon as a producer or producer group is registered Certification Body adds products or deletes existing products. Manage products is to find online in *Affiliation* search the producer by entering search criteria such as the GGN or the company name

Full explanation on how to Managing Products online follow the online GlobalG.A.P. Wiki procedure

**GlobalG.A.P Wiki: old Manage Products**

[https://old.wiki.globalgap.org/index.php/Manage\\_products](https://old.wiki.globalgap.org/index.php/Manage_products)

#### Step 5: Accept Products

The acceptance of products needs to be done as soon as the sublicense and certification agreement between the client/producer and the Certification Body is signed. According to the General Regulations. "The registration and acceptance process must be finalized before the inspection can take place". If not, the Certification Body will receive a Warning that counts as an incomplete database entry. Please, see the Warning Sanctions defined in the General Regulations.

Full explanation on how to accept products follow the online GlobalG.A.P. Wiki procedure

**GlobalG.A.P Wiki: old Accept products**

[https://old.wiki.globalgap.org/index.php/Accept\\_products](https://old.wiki.globalgap.org/index.php/Accept_products)

#### 5.7 Audited Registration- Online auditing Hub & Salesforce

All standards/add-ons (**Farm Assurance Products**) published **before IFA version 6**, will continue to be **certified in the GLOBALG.A.P. database** until they are replaced by new versions.

These new versions will be developed in Smart Process, so that audits can be uploaded, and producers can be certified (e.g. GRASP v1.3-1-i, certifiable in the database as Add-on and IFA 5.4-1-GFS, will remain there, until GRASP version 2.0 is published, to be certified combined with IFA version 6 in AOH and VS).

We have to introduce new terminology:

**Legacy Process:** Refers to all audits that can be performed using AOH, but for which the certification of the standard/add-on is recorded in the **GLOBALG.A.P. database**. The certificate or letter of assessment can be issued in the database without the need of closing the file in AOH. (e.g., v5.4-1-GFS and respective add-ons).

**Smart Process:** Refers to all audits for which it is **not** possible to issue the corresponding certificate in the GLOBALG.A.P. database, but in Validation Service. A closed file in AOH is needed for issuing them. Smart Process will be carried out entirely on our new IT Systems (CB-AT, AOH and VS) where the database is no longer part of it. Additionally, these data will be transferred from AOH to VS for the certificates to be issued.

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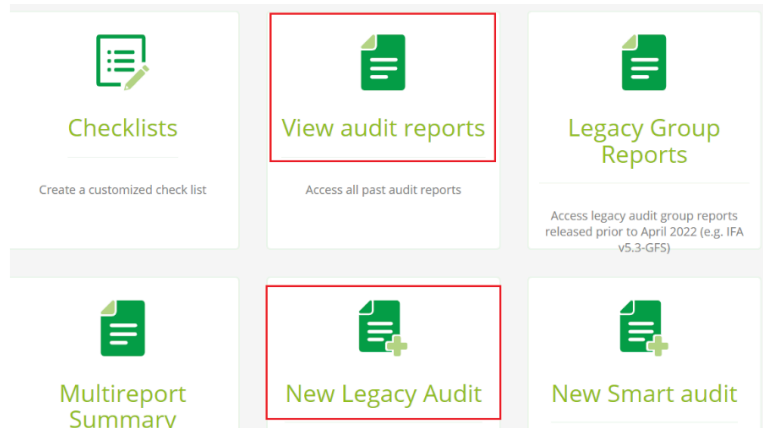


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5.8.1 Create a new Audit in Legacy Process

Full explanation on how to create a new audit in Legacy Process follow the online GlobalG.A.P. Wiki procedure

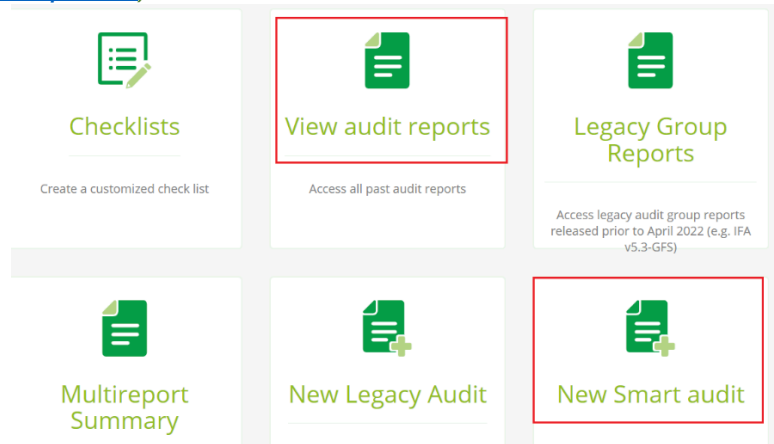
**GlobalG.A.P Wiki New Audit In Legacy Process** (<https://ggwiki-globalgap.org/new-audit/>)



5.8.2 Create new Audit in Smart Process

Full explanation on how to create a new audit in smart Process follow the online GlobalG.A.P. Wiki procedure

**GlobalG.A.P Wiki New Audit In Smart Process** (<https://ggwiki-globalgap.org/new-audit-in-smart-process/>)



Fill in the required fields as stipulated in the system.

- Checklist – a standard that needs to be audited
- GGN Of the Company to be assessed
- Reporting Option
- The country site assessed are located
- The language that will be used to write the assessment notes

Click “Create”. The Audit Status is set “New”

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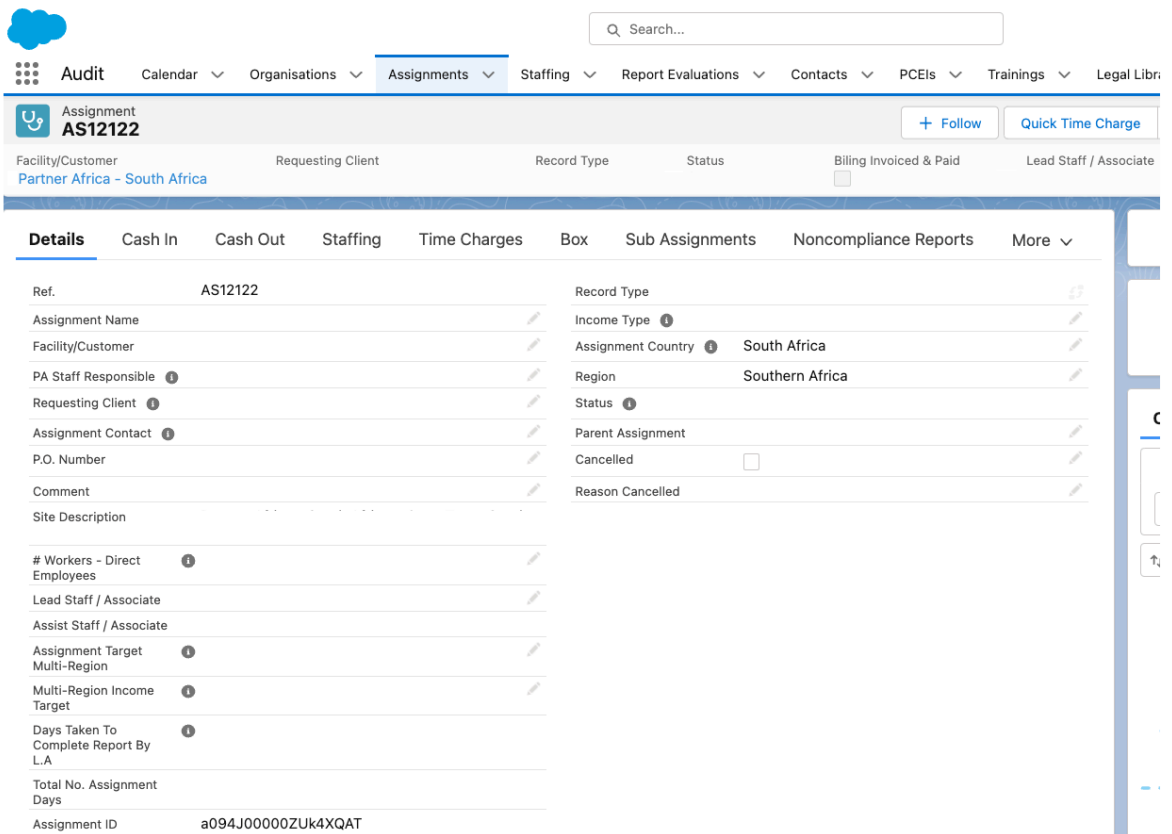
### 5.8.3 Completion of the Assessment Tab

This tab contains all the Client/produce details, as indicated on the application form yellow sections.

- **Company audited:** Please, enter the name and the email of the contact person, and enter the latitude and longitude of the Location of the main site seen during the audit.  
Note: that the e-mail address is important as it links the Company to the online system
- **Company Profile (briefly describe company audited):** you can enter a short description of the company (this is not a mandatory field).
- **Internal Notes on the audit:** any notes that the auditor needs to verify or consider during the audit
- **Assign Audit Personnel:** Allocate the auditor, the reviewer, and the certification decision maker

### 5.8.4 Registering the information on PA Salesforce

After all, is completed, the Audit Coordinator assigns the same auditor and reviewer to the relevant audit on Salesforce



The screenshot shows the Salesforce interface for an assignment. The top navigation bar includes 'Audit', 'Calendar', 'Organisations', 'Assignments', 'Staffing', 'Report Evaluations', 'Contacts', 'PCEIs', 'Trainings', and 'Legal Libr'. The main content area displays the details for assignment 'AS12122' under the 'Details' tab. The details are organized into two columns:

- Left Column:**
  - Ref.: AS12122
  - Assignment Name
  - Facility/Customer
  - PA Staff Responsible
  - Requesting Client
  - Assignment Contact
  - P.O. Number
  - Comment
  - Site Description
  - # Workers - Direct Employees
  - Lead Staff / Associate
  - Assist Staff / Associate
  - Assignment Target
  - Multi-Region Income Target
  - Days Taken To Complete Report By
  - Total No. Assignment Days
  - Assignment ID: a094J00000ZUk4XQAT
- Right Column:**
  - Record Type
  - Income Type
  - Assignment Country: South Africa
  - Region: Southern Africa
  - Status
  - Parent Assignment
  - Cancelled:
  - Reason Cancelled

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**5.8 Audit Confirmation and Planning**

The audit coordinator confirmed and finalized dates with the clients/producer and book these dates out on the allocated auditor's diary which are also managed through the Auditor's application on Salesforce

**6. Records/Formats**

- 6.1 F22 GLOBALG.A.P. P Application Form
- 6.2 F23 Quotation format
- 6.3 F24 Application review checklist
- 6.4 F25 Client/producer satisfaction survey form  
GlobalGAP Subcontract and certification agreement

**ADDENDUM 1: Amendment Record**

Date	Section	Description of Change	Approved by
2023/07/07	Scope	Change in line with the outline of the procedure	EjvR
2023/07/07	3.2 Change	Client/producer agreement records Incoming enquiry file Proposal file TO General Regulation -Rules for Certification Bodies GlobalG.A.P. sublicense agreement Global.G.A.P. wiki GlobalG.A.P. Data base GlobalG.A.P. Validation Services GlobalG.A.P. Online Auditors Hub Salesforce PA electrical system	EjvR
2023/07/07	Section 5	Rewriter the procedure to outline the new application form as well aswell as process followed in PA coordinators & debtors department on the Salesforces system. The procedure was also changed to be in line with the new GlobalG.A.P IT platforms	EjvR

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