EVALUATION PROCEDURE

1. Purpose

The purpose of this document is to describe a procedure for planning and conducting the evaluation of products, preparation of reports, and submitting reports.

2. Scope

This procedure covers evaluation planning, conducting evaluation, and reporting the results of evaluations, as listed below.

2.1 Introduction

2.2 Evaluation planning

2.3 Conducting the evaluation.

2.4 Surveillance audits

2.5 Unannounced audits

2.6 Review of evaluation records

2.7 Certification

2.5 Certification requirements

3. Definitions & References

3.1 Definition

3.1.1 None

3.2 References

3.2.1 General Regulation -Rules for Certification Bodies
3.2.2 General Regulation -Rules for Individual Producers
3.2.3 General Regulation -Rules for Producer group and Multisite Producers with QMS
3.2.4 GlobalG.A.P. wiki
3.2.5 GlobalG.A.P. Data base
3.2.6 GlobalG.A.P. Validation Services
3.2.7 GlobalG.A.P. Online Auditors Hub

4. Responsibility

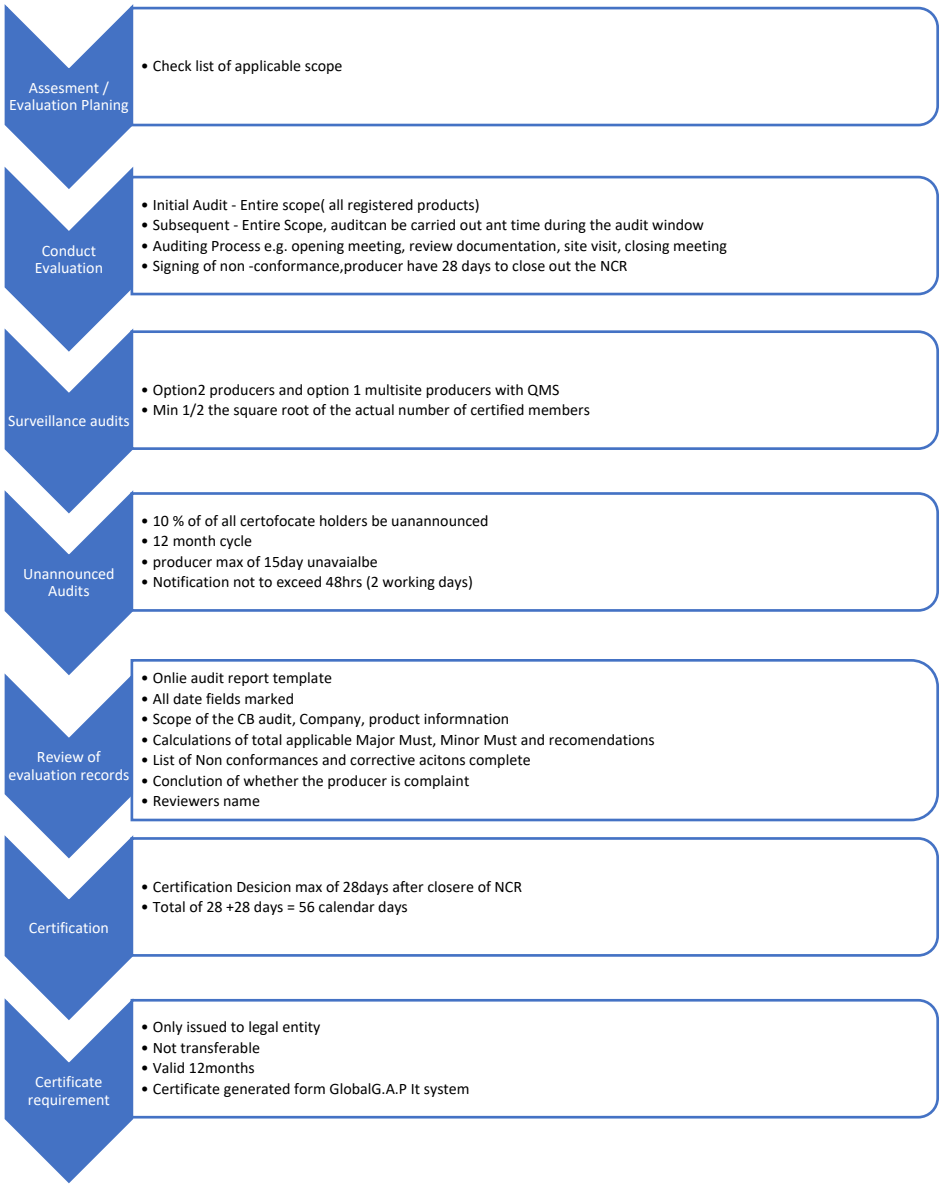
4.1 **Scheme Manager** is responsible for planning the evaluation and ensuring that the evaluation reports are received timely in the office. Scheme Manager is also responsible for the review of the evaluation reports.

4.2 **Evaluators (Auditors)** are responsible for conducting evaluation against the specific requirements, and preparation and submission of evaluation reports.

5. Description of Activity

5.1 Introduction

The objective is to provide consistent service delivery. Evaluators (Auditors) are responsible for ensuring the objectives of their assigned evaluations are fully met. The various activities needed to be carried out are as below.



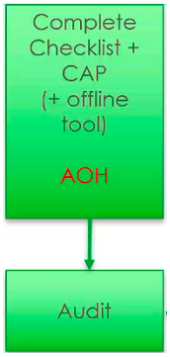
5.2 Evaluation planning

5.2.1 Upon receipt of payment from the client/producer, planning is done, and an evaluation checklist is selected from the GLOBALG.A.P. IT system based on the following:

- Specific requirements identified against which product needs certification,
- Applicable legal requirements (Country specific, if country-specific requirements are not there, then follow international legal requirements) related to the product under the certification,
- Health and safety requirements considering their intended applications,

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

5.2.3 A full explanation of audit registration is explained in the Marketing application and contract review procedure QP 8 section 5.7



5.2.4 After selection of the checklist, the same is reviewed for adequacy and incorporation of all critical points in the checklist to ensure 100 % evaluation of the product considering all the relevant requirements.

5.2.5 The client/producer is informed of the tentative date of the evaluation and this date is agreed upon with the client/producer.

5.2.6 As agreed with the client/producer, the evaluator visits the client/producer's place for conducting the evaluation.

5.3 Conducting Evaluation

5.3.1 Evaluation is conducted as per the schedule.

5.3.2 Opening meeting is conducted with the representatives of the client/producer before the commencement of the evaluation. The objective of the evaluation is stated and introduction of the evaluation team is given during the meeting. Also, the client's/producer's representative gives an introduction and the concerned person of the client/producer is identified for escorting evaluator(s) during evaluation. Attendance register F33 is completed.

5.3.3 Special attention will be taken to auditing the different Options as set out in ***GR-Rules for Certification Bodies ver. 6.0***

- clause 7.2 Option 1 producers without a QMS,
- clause 7.3 Option 2 producer groups and option 1 multisite producer groups with QMS

5.3.4 If any major variations/amendments are required during the evaluation the auditor informs the Partner Africa office. **Partner Africa** and the client/producer, discussed these amendments between both parties. After acceptance of such amendment by both parties, **Partner Africa** makes necessary amendments and communicates to the concerned client/producer in writing.

5.3.5 The **Scheme Manager** assesses the consequences of the changes in terms of price and time for execution of the certification. The necessary documentation is amended accordingly, and records are maintained.

5.3.6 Evaluation is conducted after the completion of the meeting. During evaluation, evaluation team checks the compliance of the product with respect to the criteria set out in the relevant GLOBALG.A.P. Checklist.

5.3.7 GLOBALG.A.P. Integrated farm Assurance Principles and criteria for fruit & vegetables Smart/GFS.

5.3.8 The completion of the checklist needs to be in line with GR-Rules for Certification Bodies ver. 6.0 clause 8.1 (e.) & (f)

5.3.9 Using the Sampling record F35 and the Employee reference F36 list.

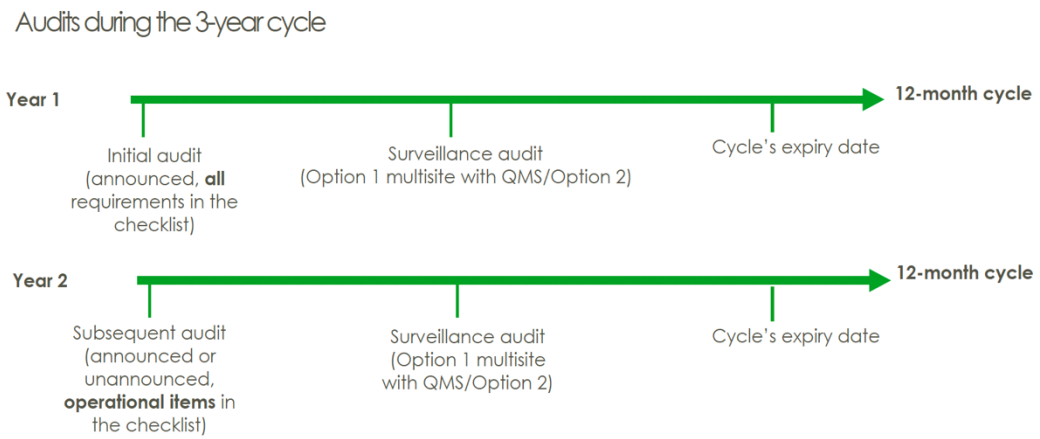
5.3.10 During the closing meeting, the Non-conformance using Nonconfromances report F37 of the whole audit process is shared, deadline of the closing out of nonconformance begins after the client/producer had signed acceptance of the findings. The producer has 28 days to close out any non -conformances and sent through the evidence of corrective actions to the auditor

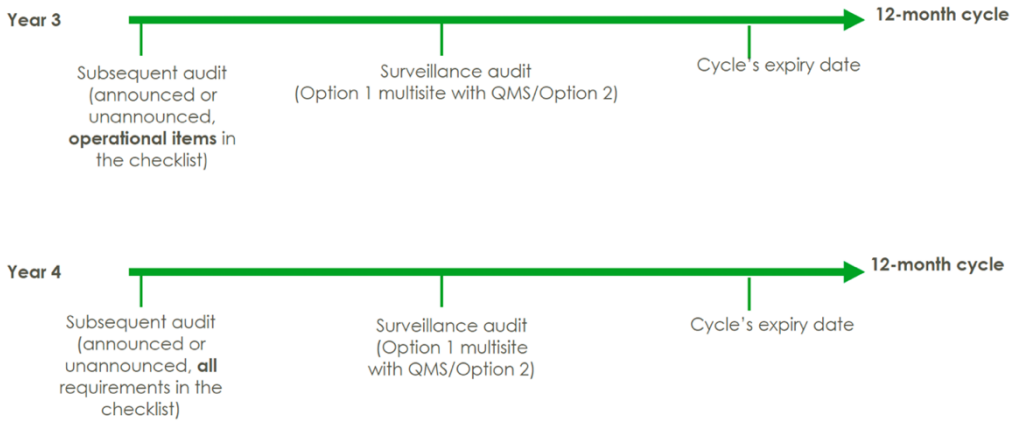
5.3.11 The audit report is uploaded on **GLOBALG.A.P online audit hub** electronic plat form, once the nonconformances are received, reviewed and closed off. The report is submitted for the reviewer to review on the AOH electronic platform that was allocated by the Scheme Manager during the planning stage.

5.3.12 Based on the above evaluation, details of observations are recorded in the evaluation checklist and relevant papers. All the observations are clearly recorded in the evaluation records for drawing the conclusion of the **GLOBALG.A.P.** certification.

5.4 Surveillance Audit

5.4.1 **Partner Africa** shall perform a surveillance audit on a minimum of half the square root of the actual number of certified member/site in an Option 2 producer and Option 1 multisite producer with QMS. *Full procedure and sampling procedure consult **GR-Rules for Producer Groups and Multisite Producers QMS ver. 6.0** clause 6 Audit process Table 2 overview of audits*





5.5 Unannounced Audit

5.5.1 Partner Africa shall as a minimum during the subsequent audits do 10% unannounced audits on each scope and each standard audited. The selection of the 10% shall not just take into account the total number but also the possible risk factors such as geography, legislation, crop type, and compliance history. The 10% shall be calculated per 12-month period and shall be distributed among the countries where Partner Africa has certificate holders. ***GR-Rules for Certification Bodies ver. 6.0 clause 7.4***

5.6 Review of evaluation records

5.6.1 The reviewer is assigned to evaluate the record on the GLOBALG.A.P. AOH evaluation. Using the Audit Pack Review form F43, the review reviews the following to ensure the information on the online auditor's hub is in line with the client/producer application form

PARTNER AFRICA GLOBALGAP AUDIT PACK REVIEW

Company/Producer			
Company Representative		**GGN NO.**	
Location		**PA NO.**	
Auditor		**Audit date**	
Reviewer		**Certifier**	

Following Documents received :

Description	Received date	Filled in client folder	All sections in the report are properly and completely filled out	Date reviewed
F33 Attendance Register				
F37 GG Non-conformance Report				
F36 GG Employee reference				
F35 GG Sampling record				
GG Audit Checklist				

Audit Checklist review

Scope			
IFA v5.4.1 GFS Fruit and Veg		IFA v6 Plant -SMART	
Option 1		Single Site	
		Multi-site without QMS	

Initial		2 yr. Subsequent		3 yr. Subsequent		Re-Certification	
Announced		Unannounced					

Amount of Non-Conformance raised		Objective evidence cleared out	
Dated of corrective evidence submitted		Within the 28days limit	

Audit Start time		Audit closing time		Total time auditing time	

All the relevant documents are received, reviewed, and dates recorded.

The audit checklist reviews to ensure that the correct checklist was used, and all data fields are marked. All relevant records are uploaded e.g. Checklist, Non- conformance report, and evidence of closure. Also what audit was condited and if the timing of the audit was correct.

5.6.2 **Scheme Manager** or reviewer than the completed evaluation checklist / records and supportive documents submitted by evaluators/auditors of technical correctness. If required, the reviewer may consult the **technical experts** for such a review. ***GR-Rules for Certification Bodies ver. 6.0 clause 8.1***

Any corrections required from the auditors are recorded and communicated to the auditors, upon received it is reviewed and signed off by the reviewer

All sections were completed according to the application	
100% Majors completed with Comments	
100% Minors completed	
N/A completed and have comments	
Minor calculated correctly	

Objective evidence

No	Description on Non-conformance	Reviewed	Approved

Corrections required from auditor		Yes		No	
Date communicated to auditor		Communication method			
Corrections reviewed and approved		Yes		No	
Signed (Reviewer)		Dated reviewed			

5.6.3 Based on a review of evaluation records, the decision is taken to issue the certificate for the product, subject to closure of the nonconformities/observations issued during the evaluation. Calculation of the total applicable major must, minor must, and recommendations. Conclusion of where the client/producer is compliant.

Compliance criteri

Major Must	100%	Complaince with all applicable major must P&C is compulsory
Minor Must	95%	Complaince with all applicable minor must P & C is compulsory
Recommendations	0%	No minimum persentage of complaince is required

GR-Rules for Individual Producers ver. 6.0 clause 7 & GR-Rules for Producer Groups and Multisite Producers QMS ver. 6.0

5.7 Certification

5.7.1 Partner Africa shall make the certification decision within a maximum of 28 calendar days after the closure of any outstanding non-conformances (in total 28 + 28 days = 56 calendar days). IF no Non-conformances were detected during the Evaluation process, Partner Africa shall make the decision no later than 28 days after the closing meeting.

GR-Rules for Individual Producers ver. 6.0 clause 7.13

Full explanation on how to do Product certification follow the online GlobalG.A.P. Wiki procedure

GlobalG.A.P Wiki Certification of products *(https://ggwiki-globalgap.org/certification-of-products/)*

5.7.2 Re-certification (Re-evaluation)

Scheme Manager plans and assigns an evaluator to conduct re-certification before the expiry of the product certification. During re-certification, the planning for evaluation etc. is done as per the details given in clause no. 5.2.

Results of re-certification are reviewed as per the details given in clause no. 5.6; and based on the successful completion of the evaluation, a new certificate is issued to the client/producer as per renewal requirements.

5.8 Certificate requirements

Partner Africa shall issue the GLOBALG.A.P. certificate by two ways the new IFA v6 Plant the certificates are generated by the GLOBALG.A.P. IT system. Secondly for the IFA 5.4.1-GFS a paper certificate is still issued **Generasl Regulation Part I General Requirement Annex 1.3**

The GLOBALG.A.P. certificate can only be issued to the legal entity. A certificate is not transferable from one legal entity to another when production sites change legal entities. The certification is valid for 12 month and may be subject to any sanctions and extention in accordance with the applicable requirements.

6. Records/Formats

6.1 F33 Attendance register
6.2 F35 GG Sampling record
6.3 F36 GG Employee Reference
6.4 F37 GG No-conformance
6.5 WI02 Opening and Closing Agenda
6.6 F38 Audit Complete Letter
6.7 F43 Audit pack review
GLOBALG.A.P. online checklist
GLOBALG.A.P per certificate Template
GLOBALG.A.P. online certification system

ADDENDUM 1: Amendment Record

Date	Section	Description of Change	Approved by
2023/07/10	5.3.2	Add in attendance register F33	EjvR
2023/07/10	5.3.4	Add in :If any major variations/amendments are required during the evaluation the auditor informs the Partner Africa office. Partner Africa and the client/producer, discussed these amendments between both parties. After acceptance of such amendment by both parties, Partner Africa makes necessary amendments and communicates to the concerned client/producer in writing.	EjvR
2023/07/10	5.3.6	dd in Using the Sampling record F35 and the Employee reference F36 list	EjvR
2023/07/10	5.3.7	Add in the Non-Conformance report F37	EjvR
2023/07/10	5.4	Add in the GlobalG.A.P 3 year audit duration cycle	EjvR
2023/07/10	5.6.1	Whole section was rewritten to explain the Audit review form F43	EjvR
2023/07/10	5.6.2	Add in visual of the audit review form	EjvR
2023/07/10	5.7.1	Add in the GlobalGAP wiki links	EjvR
2023/07/10	5.8	Add in : by two ways the new IFA v6 Plant the certificates are generated by the GLOBALG.A.P. IT system. Secondly for the IFA 5.4.1-GFS a paper certificate is still issued Generals Regulation Part I General Requirement Annex 1.3	EjvR
2023/07/10	6	Records add in: 6.1 F33 Attendance register 6.2 F35 GG Sampling record 6.3 F36 GG Employee Reference 6.4 F37 GG No-conformance 6.5 WI02 Opening and Closing Agenda 6.6 F38 Audit Complete Letter 6.7 F43 Audit pack review GLOBALG.A.P per certificate Template	EjvR