

PADD: IndG.A.P.: Section III: FR: 01: Annexure 3A - IndG.A.P. Control Points & Compliance Criteria (CPCC) Checklist

GOOD AGRICULTURAL PRACTICES -REQUIREMENTS				
TABLE 01 REQUIREMENT AND EVALUATION CRITERIA				
CONTROL POINTS AND COMPLIANCE CRITERIA				
Cl. No.	Item	Level	Control Point	Compliance Criteria
1.1 CONTROL POINTS AND COMPLIANCE CRITERIA - ALL FARM BASE MODULE				
Cl. No.	Item	Level	Control Point	Compliance Criteria
AF.1	RECORD KEEPING AND INTERNAL SELF-ASSESSMENT / INTERNAL INSPECTION			
AF.1.1	Duration of record keeping	Major	Are all records requested during the external inspection accessible and retained for a minimum period of two years, unless a longer requirement is stated in specific control points?	Producers keep up to date records for a minimum of two years from the date of first inspection, unless legally required to do so for a longer period. No N/A.
AF.1.2	Internal self assessment	Critical	Does the producer or producer group take responsibility to undertake a minimum of one internal self-assessment or producer group internal inspection, respectively, per year against the IndG.A.P. standard?	There is documentary evidence that the IndG.A.P. or benchmarked standard internal self-assessment
AF.1.3	Corrective actions on non-conformities	Critical	Are effective corrective actions taken as a result of non-conformances detected during the internal self-assessment or internal producer group inspections?	Effective corrective actions are documented and have been implemented. No N/A
AF.2	SITE HISTORY AND SITE MANAGEMENT			
	<i>One of the key features of sustainable farming is the continuous integration of site-specific knowledge and practical experiences into future management planning and practices. This section is intended to ensure that the land, buildings and other facilities, which constitute the fabric of the farm, are properly managed to ensure the safe production of food and protection of the environment.</i>			
AF.2.1	Site History			
AF.2.1.1	Recording system	Critical	Is a recording system established for each unit of production or other area/location to provide a permanent record of the livestock/aquaculture production and/or agriculture activities undertaken at those locations? Are these records kept in an ordered and up-to-date fashion?	Current records must provide a history of IndG.A.P. production of all production areas. For Crops: New applicants must have full records for at least three months prior to the date of external inspection that reference each area covered by a crop with all the agronomic/agriculture activities related to IndG.A.P. documentation required of this area; No N/A
AF.2.1.2	Reference system	Major	Is a reference system for each field, orchard, greenhouse, yard, plot, livestock building or other area/location used in production established and referenced on a farm plan or map?	Compliance must include visual identification in the form of a physical sign at each field/ greenhouse/plot/livestock building/pen or other farm, or a farm plan or map that could be cross-referenced to the identification system. No N/A.
AF.2.1.3	Vicinity of potential risk	Critical	Vicinity to brick kilns, chemical or other industries, rivers, canals, other water sources, hill-rocks, forests, pastures and reclaimed land and measures in place to check contamination and other potential risks	Examine the vicinity to find out the microclimate of the area, which affects the productivity, quality and safety of the agricultural produce and measures taken to minimize contamination/risk. GUIDANCE NOTE REQD. ON VICINITY
AF.2.2	Site Management			
AF.2.2.1	Risk assessment for new agriculture sites	Critical	Is there a risk assessment for new agricultural sites (i.e. crop) or existing sites only where risks have changed, which shows the site in question to be suitable for production, with regards to food safety, operator health, the environment and animal health where applicable?	A documented risk assessment must be carried out when crops, are to be introduced onto new sites. The risk assessment must be revised to take into account any new food safety risks. The risk assessment must take account site history (Crops/stocking) and consider impact of proposed enterprises on adjacent stock/crops/environment.
AF.2.2.2	Management plan to minimize all identified risks	Major	Has a management plan been developed setting out strategies to minimize all identified risks, such as pollution or water table contamination? Are the results of this analysis recorded and used to justify that the site in question is suitable?	A management plan that has implemented strategies to meet the objectives of this specific control point has been developed. (This plan should include one or more of the following: habitat quality, soil compaction, soil erosion, emission of greenhouses gases where applicable, humus balance, phosphorus balance, nitrogen balance, Intensity of chemical plant protection).
AF.3	WORKERS HEALTH, SAFETY AND WELFARE			
	<i>People are key to the safe and efficient operation of any farm. Farm staff and contractors as well as producers themselves stand for the quality of the produce and for environmental protection. Education and training will help progress towards sustainability and build on social capital. This section is intended to ensure safe practice in the work place and that all workers understand, and are competent to perform their duties; are provided with proper equipment to allow them to work safely; and that, in the event of accidents, proper and timely assistance can be obtained.</i>			
AF.3.1	Risk Assessments			
AF.3.1.1	Risk assessment of working conditions	Major	Does the farm have a written risk assessment for safe and healthy working conditions?	The written risk assessment can be a generic one but it must be appropriate for conditions on the farm. The risk assessment must be reviewed and updated when changes in the organization (e.g. other activities) occur. No N/A.
AF.3.1.2	Health, safety and welfare policy	Major	Does the farm have a written health, safety and welfare policy and procedures including issues of the risk assessment of AF.3.1.1?	The health, safety and welfare policy must at least include the points identified in the risk assessment (AF.3.1.1). This could include accident and emergency procedures, hygiene procedures, dealing with any identified risks in the working situation, etc. The policy must be reviewed and updated when the risk assessment changes.
AF.3.2	Training			
AF3.2.1	Training activities	Major	Is there a record kept for training activities and attendees?	A record is kept for training activities including the topic covered, the trainer, the date and attendees. Evidence of the attendance is required.
AF.3.2.2	Certificates of competence	Critical	Do all workers handling and/or administering veterinary medicines, chemicals, disinfectants, plant protection products, biocides or other hazardous substances and all workers operating dangerous or complex equipment as defined in the risk assessment in AF.3.1.1 have certificates of competence, and/or details of other such qualifications?	Records must identify person(s) who carry out such tasks, and show certificates of training or proof of competence. No N/A GUIDANCE NOTE ON COMPETENCE

AF.3.2.3	Health and safety training	Major	Have all workers received adequate health and safety training and are they instructed according to the risk assessment in AF.3.1.1?	Workers can demonstrate competency in responsibilities and tasks through visual observation. If at time of inspection there are no activities, there must be evidence of instructions. No N/A.
AF.3.2.4	Number of persons trained in first aid	Major	Is there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?	There is always at least one person trained in First Aid (within the last 5 years) present on the farm whenever on-farm activities are being carried out. Applicable legislation on First Aid training must be followed where it exists. On-farm activities include all activities performed during all applicable chapters and modules
AF.3.2.5	Documentation of hygiene conditions	Major	Does the farm have documented hygiene instructions?	The hygiene instructions are visibly displayed: provided by way of clear signs (pictures) or in the predominant language(s) of the workforce. The instructions must at least include: - the need for hand cleaning; - the covering of skin cuts; - limitation on smoking, eating and drinking ; - notification of any relevant infections or conditions; - the use of suitable protective clothing.
AF.3.2.6	Training on basic hygiene	Major	Have all persons working on the farm received basic hygiene training according to the hygiene instructions in AF.3.2.5 ?	Both written and verbal training are given as an induction-training course for hygiene. Training is provided by qualified people. All new workers must receive this training and confirm their participation with a signature. All instructions from AF.3.2.5 must be covered in this training. All workers, including the owners and managers, at any time of the year have reviewed and signed for the farm's hygiene instructions
AF.3.2.7	Farm hygiene procedures	Major	Are the farm's hygiene procedures implemented ?	Workers with tasks identified in the hygiene procedures must demonstrate competence during the inspection. No N/A
AF.3.2.8	Personal safety and hygiene	Major	Are all subcontractors and visitors aware of the relevant procedures on personal safety and hygiene?	There is evidence that the relevant procedures on personal health, safety and hygiene are officially communicated to visitors and sub-contractors (e.g. relevant instructions are in a visible place where all visitors and sub-contractors can read them)
AF.3.3	Hazards and first aid			
AF.3.3.1	Prevention of accidents	Critical	Have adequate precautions been taken to prevent on farm accidents during operation of farm equipments/ machinery?	Check for availability of protective gears, safety mechanism like safety bars, nets, display boards, operating instructions, etc.
AF.3.3.2	Accident and emergency procedures	Major	Do accident and emergency procedures exist; are they visually displayed and communicated to all persons associated with the farm activities?	Permanent accident procedures must be clearly displayed in accessible and visible location(s). These instructions are available in the predominant language(s) of the workforce and/or pictograms. The procedures must identify, if appropriate the following: - farm's map reference or farm address - contact person(s) - location of the nearest means of communication (telephone, radio) - an up-to-date list of relevant phone numbers (police, ambulance, hospital, fire-brigade, access to emergency health care on site or by means of transport, electricity and water supplier); - how and where to contact the local medical services, Hospital and other emergency services. - location of fire extinguisher; - emergency exits; - emergency cut-offs for electricity, gas and water supplies. - how to report accidents or dangerous incidents. GUIDANCE NOTE FOR THE FIRST AID KIT (also for injectable antidotes)
AF.3.3.3	Warning signs	Major	Are potential hazards clearly identified by warning signs and placed where appropriate?	Permanent and legible signs must indicate potential hazards, e.g. waste pits, fuel tanks, workshops, access doors of the plant protection product / fertilizer / any other chemical storage facilities as well as the treated crop etc. Warning signs must be present. No N/A
AF.3.3.4	Availability of safety advice	Major	Is safety advice available /accessible for substances hazardous to worker health, when required?	Information (e.g. website, tel no, data sheets, etc.) is accessible, when required, to ensure appropriate action.
AF.3.3.5	Availability of first aid kits	Major	Are First Aid kits present at all permanent sites and in the vicinity of fieldwork?	Complete and maintained first aid kits according to national regulations and recommendations must be available and accessible at all permanent sites and available for transport to the vicinity of the work.
AF.3.4	Protective clothing / Equipment			

AF.3.4.1	Availability of protective clothing	Major	Are workers (including subcontractors) equipped with suitable protective clothing in accordance with legal requirements and/or label instructions or as authorized by a competent authority?	Complete sets of protective clothing, (e.g. rubber boots, waterproof clothing, protective overalls, rubber gloves, face masks, etc.) which enable label instructions and/or legal requirements and/or requirements as authorized by a competent authority to be complied with are available, used and in a good state of repair. This includes appropriate respiratory, ear and eye protection devices and life jackets, where necessary.
AF.3.4.2	Cleaning of protective clothing	Major	Is protective clothing cleaned after use and stored so as to prevent contamination of the clothing or equipment?	Protective clothing is regularly cleaned, according to a schedule adapted to the type of use and degree of soiling. Cleaning the protective clothing and equipment includes the separate washing from private clothing and glove washing before removal. Dirty, torn and damaged protective clothing and equipment and expired filter cartridges should be disposed of. Single-use items (e.g. gloves, overalls, etc.) have to be disposed of after one use. All the protective clothing and equipment including replacements filters etc., are stored apart and physically separate from the plant protection products/ any other chemicals which might cause contamination of the clothing or equipment in a well-ventilated area.
			Are holding areas for diesel and other fuel oil tanks environmentally safe?	No N/A
AF.3.5	Worker welfare			
AF.3.5.1	Person responsible for worker welfare	Critical	Is a member of management clearly identifiable as responsible for workers health, safety and welfare?	Documentation is available that demonstrates that a clearly identified, named member of management has the responsibility for ensuring compliance with existing, current and relevant national and local regulations and the implementation of the policy on workers health safety and welfare.
AF.3.5.2	Communication between workers and management	Minor	Do regular two-way communication meetings take place between management and workers? Are there records from such meetings?	Records show that the concerns of the workers about health, safety and welfare are being recorded in meetings planned and held at least once a year between management and workers at which matters related to the business and worker health, safety or welfare can be discussed openly (without fear or intimidation or retribution). The auditor is not required to make judgments about the content, accuracy or outcome of such meetings.
AF.3.5.3	Overview information of all workers	Major	Is there information available that provide an accurate overview over all workers of the farm?	Records demonstrate clearly an accurate overview over all workers (including seasonal workers) and subcontractors working on the farm. Information must be available of full names, date of entry, the period of employment and, the regular working time and overtime regulations. Records of all workers (also subcontractors), which provide the required information, must be kept for the last 24 months from the date of first inspection. See AF.3.6.1 as requirement for subcontractors.
AF.3.5.4	Eating area for workers	Major	Do workers have access to clean food storage areas, designated eating areas, hand washing facilities and drinking water?	A place to store food and to eat must be available. In addition, hand washing facilities and potable drinking water must be available to workers.
AF.3.5.5	Hygiene in living quarters	Major	Are on site living quarters habitable and have the basic services and facilities?	The living quarters for the workers on farm are habitable, and have access to clean water, toilets, drains. In case of no drains, septic pits can be accepted when proven to be hermetic.
AF.3.5.6	On farm electrical installation	Critical	Are all electrical installations on the farm and other working areas have adequate safety measures?	Check if all electrical installations on the farm and other working areas have adequate safety measures.
AF.3.6	Subcontractors			

AF.3.6.1	Information on sub-contractors	Major	When the producer makes use of subcontractors, is all the relevant information available on farm?	Subcontractors must carry out an assessment (or the producer must do it on behalf of the subcontractor) of compliance against the IndG.A.P. control points relevant to the services provided on farm (including AF.3.5.3). This assessment must be available on farm during the external inspection and the subcontractor must accept that IndG.A.P. approved certifiers are allowed to verify the assessments through a physical inspection where there is doubt. The producer is responsible for observance of the control points applicable to the tasks performed by the subcontractor by checking and signing the assessment of the subcontractor for each task and season contracted.
AF.3.6.2	Transport of workers	Major	Whether transport for workers (on-farm, to and from fields/orchard) as provided by the producer safe and compliant with national regulations when used to transport workers on public roads?	Subcontractors must carry out an assessment (or the producer must do it on behalf of the subcontractor) of compliance against the IndG.A.P. control points relevant to the services provided on farm (including AF.3.5.3). This assessment must be available on farm during the external inspection and the subcontractor must accept that IndG.A.P. approved certifiers are allowed to verify the assessments through a physical inspection where there is doubt. The producer is responsible for observance of the control points applicable to the tasks performed by the subcontractor by checking and signing the assessment of the subcontractor for each task and season contracted.
AF.4	WASTE AND POLLUTION MANAGEMENT, RECYCLING AND RE-USE			
	Waste minimization should include: review of current practices, avoidance of waste, reduction of waste, re-use of waste, and recycling of waste.			
AF.4.1	Identification of Waste and Pollutants			
AF.4.1.1	Sources of pollution	Major	Have all possible waste products and sources of pollution been identified in all areas of the business?	All possible waste products (such as paper, cardboard, plastic, oil, etc.) and sources of pollution (e.g. Fertilizer excess, exhaust smoke, oil, fuel, noise, effluent, chemicals, sheep-dip, feed waste, dead or diseased fish, algae produced during net cleaning, etc.) produced by the farm processes have been listed.
AF.4.2	Waste and Pollution Action Plan			
AF.4.2.1	Documentation of farm waste management	Minor	Is there a documented farm waste management plan to avoid or reduce wastage and pollution and avoid the use of landfill or burning, by waste recycling? Are organic wastes composted on the farm and utilized for soil conditioning, provided there is no risk of disease carry-over?	A comprehensive, current, documented plan that covers wastage reduction, pollution and waste recycling is available. Air, soil, water, noise and light contamination must be considered.
AF.4.2.2	Implementation of farm waste management plan	Minor	Has this waste management plan been implemented?	There are visible actions and measures on the farm that confirm that the objectives of the waste and pollution action plan are being carried out.
AF.4.2.3	Cleaning of litter and waste	Critical	Are the farm and premises clear of litter and waste to avoid establishing a breeding ground for pests and diseases, which could result in a food safety risk?	Visual assessment that there is no evidence of breeding grounds in areas of waste/litter in the immediate vicinity of the production or storage buildings. Incidental and insignificant litter and waste on the designated areas are acceptable as well as the waste from the current day's work. All other litter and waste has been cleared up. Areas where produce is handled indoors are cleaned at least once a day.
AF.4.2.4	Provisions for waste disposal	Minor	Do the premises have adequate provisions for waste disposal?	The farm has designated areas to store litter and waste. Different types of waste are identified and stored separately.
AF.4.2.5	Fuel storage	Major	Whether petroleum product if any stored in a location which is environmentally safe?	All petroleum product storage tanks shall conform to the local requirements. If there are no local requirements to contain spillage, the minimum is bunded areas, which shall be impervious and be able to retain at least 110% of the largest tank stored within it. If it is in an environmentally sensitive area then the retaining capacity shall then be 170 % of the content of the largest tank. No-smoking signs shall be displayed and appropriate fire emergency provisions shall be made nearby.
AF.4.2.6	Waste water disposal	Minor	Whether water used for washing and cleaning purposes (other PPP application tank washings) disposed of in a manner that ensures the minimum health and safety risks and minimum environmental impact?	Waste water from washing of machinery, equipment, personal protective equipment, hydro-coolers, or buildings with animals, should be collected and disposed of in a way that ensures the minimum impact on the environment and the health and safety of farm staff, visitors and nearby communities as well as legal compliance.
AF.5	Environment and conservation			

	Farming and environment are inseparably linked. Managing wildlife and landscape is of great importance; enhancement of species as well as structural diversity of land and landscape features will benefit the abundance and diversity of flora and fauna.			
AF.5.1	Impact of Farming on the Environment and Biodiversity			
AF.5.1.1	Conservation of wild life	Major	Does each producer have a conservation of wildlife and conservation plan for the enterprise that acknowledges the impact of farming activities on the environment?	There must be a written action plan, which aims to enhance habitats and increase biodiversity on the farm. This can be either a regional activity or individual plan, if the farm is participating in or covered by it. This includes knowledge of IPM practices, of nutrient use of crops, conservation sites etc
AF.5.1.2	Improvement of environment	Minor	Has the producer considered how to improve the environment for the benefit of the local community and flora and fauna?	There should be tangible actions and initiatives that can be demonstrated by the producer either on the production site or by participation in a group that is active in environmental support schemes looking at habitat quality and habitat elements.
AF.5.1.3	Compatibility with agri production	Minor	Is this policy compatible with sustainable commercial agricultural production and does it minimize environmental impact of the agricultural activity?	The contents and objectives of the conservation plan imply compatibility with sustainable agriculture and demonstrate a reduced environmental impact.
AF.5.1.4	Biodiversity audit plan	Minor	Does the plan include a baseline audit to understand existing animal and plant diversity on the farm?	There is a commitment within the conservation plan to undertake a base line audit of the current levels, location, condition etc. of the fauna and flora on farm so as to enable actions to be planned. The effects of agricultural production on fauna and flora should be audited and serve as the basis for the action plan.
AF.5.1.5	Protection of farm habitat	Minor	Does the plan include action to avoid damage and deterioration of habitats on the farm?	Within the conservation plan there is a clear list of priorities and actions to rectify damaged or deteriorated habitats on the farm.
AF.5.1.6	Enhancement of farm habitat	Minor	Does the plan include activities to enhance habitats and increase biodiversity on the farm?	Within the conservation plan there is a clear list of priorities and actions to enhance habitats for fauna and flora where viable and increase biodiversity on the farm.
AF.5.2	Unproductive sites			
AF.5.2.1	Conversion of unproductive sites	Minor	Has consideration been given to the conversion of unproductive sites (e.g. low lying wet areas, woodlands, headland strip or areas of impoverished soil) to conservation areas for the encouragement of natural flora and fauna?	There should be a plan to convert unproductive sites and identified areas, which give priority to ecology into conservation areas where viable.
AF.5.3	Energy Efficiency			
AF.5.3.1	Monitoring of energy use	Major	Can the producer show monitoring of energy use on the farm?	Energy use records exist. For example, farming equipment shall be selected and maintained for optimum consumption of energy. The use of non- renewable energy sources should be kept to a minimum.
AF.5.3.2	Energy plan	Minor	Whether there is a plan to improve energy efficiency on the farm based on energy monitoring?	A written plan identifying methods to improve energy efficiency shall be available.
AF.5.3.3	Energy plan	Minor	Whether the written plan to improve energy efficiency consider minimizing the use of non-renewable energy and promote use of renewable energy?	The plan shall consider minimising the use of non-renewable energies and shall encourage use renewable energy.
AF.6	COMPLAINTS			
	Management of complaints will lead to a better system and compliance with the IndG.A.P. requirements.			
AF.6.1	Complaint procedure	Critical	Is there a complaint procedure available relating to issues covered by the IndG.A.P. standard?	There must be available on request, a clearly identifiable document for complaints relating to issues covered by IndG.A.P.. No N/A.
AF.6.2	Record of action on complaints	Critical	Does the complaints procedure ensure that complaints are adequately recorded, studied and followed up including a record of actions taken?	There are documents of the actions taken with respect to such complaints regarding IndG.A.P. standard deficiencies found in products or services. No N/A.
AF.7	Recall/Withdrawal			

AF 7.1	Product recall procedure	Critical	Do all producers have a documented recall procedure to manage the withdrawal of registered products from the market?	<p>All producers must have access to documented procedures which identify the type of event that may result in a withdrawal, persons responsible for taking decisions on the possible withdrawal of product, the mechanism for notifying customers and the IndG.A.P. CB (if a sanction was not issued by the CB and the producer or group recalled the products out of free will) and methods of reconciling stock. The procedures must be tested annually to ensure that it is sufficient. Global tracking and tracing may be followed to facilitate product recall.</p> <p>Product recall procedures and processes must facilitate speedy, transparent and accurate product recalls. For this, Global Traceability Standards (GTS) and recall standards may be used.</p>
AF 7.2	Mass balance	Critical	Has a mass balance been carried out for all registered Product?	The producer should do maintain record mass balance which includes inward, out ward, storage inventory, wastages as a minimum. This shall be done atleast once per crop season for each registered crop
AF.8	VISITOR'S SAFETY			
AF.8.1	Instructions on visitor safety	Minor	Are there instructions on the safety issues for visitors?	Check if there are any communications and procedures displayed regarding safety of visitors.
AF.9	FOOD DEFENCE			
AF.9.1	Risk Assessment Mitigation Plan	Critical	Is there a risk assessment for food defense and are procedures in place to address identified food defense risks	Potential intentional threats to food safety in all phases of the operation shall be identified and assessed. Food defense risk identification shall assure that all input is from safe and secured sources. Information of all employees and subcontractors shall be available. Mitigation plan / Procedures for corrective action shall be in place in case of intentional threat.
AF.10	TRACEABILITY AND SEGREGATION			
AF.10.1	Segregation	Critical	Is there an effective system in place to identify and segregate all IndG.A.P certified and non-certified products?	A system shall be in place to avoid mixing of certified and non-certified products. This can be done via physical identification or product handling procedures, including the relevant records.
AF.10.2	Identification of Produce	Critical	In the case of producers registered for parallel production/ownership (where certified and non-certified products are produced and/or owned by one legal entity), is there a system to ensure that all final products originating from a certified production process are correctly identified?	<p>In the case the producer is registered for parallel production/ownership (where certified and non-certified products are produced and/or owned by one legal entity), all product packed in final consumer packaging (either from farm level or after product handling) shall be identified with a CRN where the product originates from a certified process.</p> <p>It can be the CRN of the (Option 2) group, the CRN of the group member, both CRNs, or the CRN of the individual (Option 1) producer.</p> <p>The CRN shall not be used to label non-certified products.</p> <p>N/A only when the producer only owns IndG.A.P products (no PP/PO),</p>
AF.10.3	Correct Product Dispatch	Critical	Is there a final check to ensure the correct product dispatch of certified and non-certified products?	The check shall be documented to show that the certified and non-certified products are dispatched correctly.
AF.10.4	Identification procedure	Major	Are appropriate identification procedures in place and records for identifying products purchased from different sources available for all registered products?	<p>Procedures shall be established, documented and maintained, appropriately to the scale of the operation, for identifying certified and, when applicable, non-certified quantities purchased from different sources (i.e. other producers or traders) for all registered products.</p> <p>Records shall include:</p> <ul style="list-style-type: none"> •Product description •IndG.A.P.. certified status •Quantities of product(s) purchased •Supplier details •Copy of the IndG.A.P. certificates where applicable •Traceability data/codes related to the purchased products •Purchase orders/invoices received by the organization being assessed •List of approved suppliers
AF.10.5	Sales details	Critical	Whether details regarding sales of certified and non-certified where applicable maintained and shall be consistent with the quantity of certified input and output? And records maintained for the same?	The total certified quantity sold shall tally with the input and output from certified production including certified purchases. And shall maintain records for the same
AF.10.6	Control on product	Critical	Whether quantities produced/ stored and/or purchased) recorded and summarized for all registered products?	The quantities of certified, and when applicable non-certified, incoming (including purchased certified/non-certified), outgoing and stored products recorded, and a summary maintained for all registered products, so as to facilitate the mass balance verification process
AF. 10.7	Conversion ratio	Critical	Whether conversion ratios and/or loss (input-output ratio/percentage production process) during handling calculated and controlled?	Out of the produce received how much is packed shall be recorded. Input output ratio or percentage shall be available Also the waste or the not suitable produce estimated and records maintained.
AF.11	FOOD FRAUD MITIGATION			

	Food fraud may occur on primary production when suppliers provide input products/materials that do not match the specifications (e.g. counterfeit plant protection)			
AF.11.1	Risk assessment	Critical	Does the producer have a food fraud vulnerability risk assessment?	A documented risk assessment to identify potential vulnerability to food fraud (e.g. counterfeit PPP or propagation material, non-food grade packaging material) is available, current, and implemented. This procedure may be based on a generic one but shall be customized to the scope of the production.
AF.11.2	Plan	Critical	Does the producer have a food fraud mitigation plan and has it been implemented?	A documented food fraud mitigation plan, specifying the measures the producer has implemented to address the food fraud threats identified, is available and implemented.
AF.12	NON-CONFORMING PRODUCTS			
AF.12.1	Procedure for Non conforming produce	Critical	Does the producer have a documented procedure for non-conforming products and has it been implemented?	A documented procedure is in place specifying that all non-conforming products shall be clearly identified and quarantined as appropriate. These products shall be handled or disposed of according to the nature of the problem and/or specific customer requirements.
AF.13	Food safety Declaration			
AF.13.1	Signed declaration	Critical	Has the producer option-1 completed and signed the 'Food Safety Policy Declaration' included in the IndG.A.P. normative document?	Producer shall complete and sign the declaration during or before the internal inspection/self assessment
AF.13.2	Signed declaration	Critical	In the case of producer groups (Option 2) and producers under Option 1 Multisite with QMS, it is possible that the central management assumes this commitment for the organization and for all its members by completing and signing one declaration at QMS level. In that case, the members of the producer groups and the individual production sites are not required to complete and sign the declaration individually. No N/A, unless Flowers and Ornamentals or Plant Propagation Material certification	Either all producers or the central management shall complete and sign the declaration before or during the internal inspections/ Audit
AF14	Logo Use		Use of Logo as per IndG.A.P. rules for log use	
AF. 14.1	Certification Mark usage	Critical	Is the IndG.A.P. word, trademark and or logo and the CRN Number used according to the IndG.A.P. Rules for use of logo?	The producer/producer group shall use the IndG.A.P. word, trademark and or logo and the CRN according to the IndG.A.P logo use rules the certificate holder can also use any and/or all in business-to-business communications. IndG.A.P. word, trademark, or logo cannot be in use during the initial (first ever) inspection because the producer is not certified yet and the producer cannot refer to the IndG.A.P. certified status before the first positive certification decision.
AF 15	IndG.A.P. Status			
AF.15.1	IndG.A.P. Certification Status		Whether the transaction documentation include reference to the IndG.A.P. status and the CRN/UIIN?	Sales invoices and, where appropriate, other documentation (container loading sheet etc.) related to sales of certified material/products shall include the CRN/UIIN of the certificate holder AND a reference to the IndG.A.P. certified status.. Positive identification of the certified status is enough on transaction documentation (e.g. 'IndG.A.P. certified'). Non-certified products do not need to be identified as "non-certified". Indication of the certified status is obligatory regardless of whether the certified product was sold as certified or not. This cannot be checked during the initial (first ever) inspection, because the producer is not certified yet and the producer cannot refer to the IndG.A.P. certified status before the first positive certification decision. N/A only when there is a written agreement available between the producer and the client not to identify the IndG.A.P. status of the product and/or the CRN on the transaction documents.