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	<b>GLOBALG.A.P APPLICATION GUIDE</b>	<b>Publish Date :</b>	<b>14.07.2018</b>
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EKOİNSPEKT receives its applications with [PR 24 FR 01 - GLOBALGAP - GRASP Application Form](#). To reach the application form, you can request from EKOİNSPEKT via phone or e-mail address.

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## GLOBALG.A.P. REGISTRATION DATA REQUIREMENTS

### 1. Types of Master Data Required

EKOİNSPEKT shall record the following data and the GLOBALGAP Database needs to be updated accordingly (as required in the current database manual).

- 1.1 Company and location information
- 1.2 Production sites/product handling units information
- 1.3 Product information

This information shall be updated whenever there is a change and at the latest with the re-acceptance of products for the next certificate cycle and/or the re-certification.

#### 1.1 Company Information of Legal Entity

The following information regarding the company (producer group, producer as individual certificate holder, or producer member in a producer group) is necessary to supply each producer in the system with a unique GLOBALG.A.P. Number (GGN).

##### 1.1.1 Company

- (i) Company name
- (ii) Contact details: Street address or information available to describe producer location
- (iii) Contact details: Postal address
- (iv) Postal code or zip code
- (v) City
- (vi) State or province
- (vii) Country
- (viii) Phone number (if available)
- (ix) Fax number (if available)
- (x) E-mail address (if available)
- (xi) GLN (if available)
- (xii) Legal registration by country if requested by National Interpretation Guidelines. This number is only used for internal verification to avoid double registration (e.g., tax number, VAT number, producer number, etc.)
- (xiii) Previous GLOBALG.A.P. Number (GGN)
- (xiv) Northern/southern latitude and eastern/western longitude or other form of geospatial coordinate information as defined and requested by GLOBALG.A.P. The minimum input accuracy level shall be +/-10 m. If the producer decides to display this information, the display accuracy level will be 10 m for market participants and 1,000 m for the public.

##### 1.1.2 Contact Person (Responsible for Legal Entity)

This is the information required for the person in the company who is legally responsible for the legal entity.

- (i) Title
- (ii) First Name
- (iii) Last Name
- (iv) Phone Number (If available)

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- (v) Fax Number (If available)
- (vi) E-mail address (If available)

## 1.2 Information of Production Sites / Product Handling Units

The following information regarding production sites or product handling units (PHU) of the company (legal entity) to be certified is necessary. This information is obligatory for multisite certificates. The PHU is obligatory for product handling operations performed under the ownership of the registered producer.

### 1.2.1 Production Sites and / or PHU


- (i) Company name of product handling facility (if subcontracted)/name of production site
- (ii) Contact details: Street address or information available to describe production site/product handling unit location
- (iii) Contact details: Postal address
- (iv) Postal code or zip code
- (v) City
- (vi) Country
- (vii) Phone number (if available)
- (viii) Fax number (if available)
- (ix) E-mail address (if available)
- (x) Sub-GLN(s) (if available, voluntary)
- (xi) Northern/southern latitude and eastern/western longitude or other form of geospatial coordinate information at field/facility level *is obligatory, when available*.  
The minimum input accuracy level shall be +/-10 m. If the producer decides to display this information to market participants and the public, the display accuracy level will be 10 m.
- (xii) Products produced in each production site or handled in each PHU, as soon as available in the GLOBALG.A.P. Database.

### 1.3 Product Information

This information gives more detail on the product(s) to be certified and shall be used to invoice the producer. This information shall be updated if there are any changes detected during the external inspections.

- a) Product(s)
- b) Parallel production / ownership for each product.
- c) Subcontractor activities.
- d) Quantity information (based on the requirements as explained in the fee table)
  - (i) Crops: Annual area under production (ha), voluntary: estimated yield (tons) per product. The producer registration fee is based on the production area registered in the GLOBALG.A.P. Database, separated into 2 categories: Covered and non-covered crops. For 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. Likewise, in case of ornamentals like Christmas trees, the registration fee only applies to the area to be harvested during the year of validity of the certificate. In order to maintain information about the whole area under cultivation, the area in production and to be harvested shall be registered as "First Harvest", and the non-harvestable area as "Further Harvest".
  - (ii) Livestock: Annual quantity of production (live weight in metric tons) per product
  - (iii) Aquaculture: Annual quantity of production (tonnage) to be registered in the database per product shall be the maximum estimated metric tons of live weight at point of harvest on the farm for the first audit and the real metric tons of live weight at point of harvest on the farm for the previous 12 months, from the 2<sup>nd</sup> audit onwards. Furthermore, estimated numbers of organisms shall be registered for in-house broodstock/seedlings (ova/juvenile)

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- (iv) Compound Feed Manufacturing: Annual quantity of production (tons)
- (v) Plant Propagation Material: Annual area under production (ha)
  
- e) Option (1,2,3 and/or 4 for each product)
- f) Scheme name (if a benchmarked scheme) per product
- g) Certification body/bodies to be used per product
- h) Country of destination (it is possible to declare a group of countries, e.g. European Union)
- i) Participation in Unannounced Reward Program
- j) Integrated Farm Assurance specific requirements:
  - (i) Crops: Covered or non-covered crop
  - (ii) Crops: First harvest (first crop) on an area during a certification cycle or further harvest (subsequent crop) of the same or different crop on the same area during the certification cycle
  - (iii) For Fruit and Vegetables: The exclusion of harvest when not applicable per products.
  - (iv) For Fruit and Vegetables: The exclusion of produce handling when not applicable per products.
  - (v) For Fruit and Vegetables: The GGN(s) of certified producer(s) subcontracted for produce handling (if applicable)
  - (vi) For Fruit and Vegetables: If produce handling is included, the producer shall declare whether the same product is also packed for other certified or non-certified producers.
  - (vii) For Tea: The GGN of the processing unit(s) as indicated in the Chain of Custody certification shall be entered into the GLOBALG.A.P. Database as soon as the producer knows it, and it shall be communicated to EKOINSPEKT and updated whenever there are changes.
  - (viii) For Livestock and Aquaculture: Information if feed is supplied (internally or externally). The GGN(s) of the compound feed manufacturer(s) supplying compound feed; even when GGN remains the same (for integrated operations) shall be entered into the GLOBALG.A.P. Database. For compound feed suppliers without a GGN, the supplier name and accredited scheme used replaces the GGN in the database.
  - (ix) For Livestock: The GGN(s) of the transporter(s) shall be entered into the GLOBALG.A.P. Database (when available).
  - (x) For Aquaculture: Additional purchases of seedlings (ova/juvenile) and broodstock. The GGN(s) of the seedlings and broodstock supplier(s) as well as the estimated number of organisms shall be entered into the GLOBALG.A.P. Database.
  - (xi) For Aquaculture: Inclusion of post-harvest activity where applicable per product. Estimated certified annual output in tons shall be entered into the GLOBALG.A.P. Database. The annual quantity of estimated output (metric tons) shall be registered for the first audit and from the 2nd audit onwards, annual quantity of real output (metric tons) shall be registered.
  - (xii) For Aquaculture: Availability of a GFSI recognized (post-farm) certification at the time of the inspection

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