JGAP
(Japan Good Agricultural Practice)

General Regulations
(Livestock and Livestock Products)
2017-2

Issue date: 25 December 2017
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Introduction

Japan Good Agricultural Practice (JGAP) has been developed and managed by the Japan GAP Foundation (hereafter referred to as “the Foundation”). The Foundation aims to contribute to the healthy development of Japan’s agricultural and food industry through the fair and transparent development and management of JGAP, based on the following principles:

Principles of JGAP

JGAP aims to establish agricultural production that is consistent and sustainable for human beings, the earth and the economy, and aims to build trust among producers, distributors and consumers.

JGAP was developed as a tool to achieve the safety of agricultural and livestock products, sustainability of agricultural production, safety and protection of human rights among workers, well-organized management of agricultural and livestock products, in the farms in Japan, East Asia and Southeast Asia. By implementing JGAP, producers can achieve sustainable farm management and gain the trust of consumers and food industry stakeholders at the same time.

JGAP is an agricultural production management tool that is based on the Japanese agricultural context, and has been developed through collaborations between agricultural producers and wholesalers, food manufacturers and retailers of agricultural, and livestock products. It is important that the standard is feasible and easy to implement for agricultural producers in a long run, and at the same time assures agricultural production management that meets the expectations of consumers and food industry stakeholders.

JGAP should be implemented voluntarily by producers, and its stage of implementation should be recognized among the society through the system of audit and certification. It should work as a standard that stands for the credibility of agricultural producers in the sales of agricultural and livestock products, and livestock.

JGAP’s ultimate goals are to protect the consumers by assuring safe agricultural and livestock products, to conserve the environment on the earth, and to achieve sustainable farm management at the same time.
1. Scope

1.1 General Scope
This document regulates all areas of operations of JGAP. The Foundation, which is the operational entity of JGAP, as well as all entities that are defined in this document, including farms/groups, certification bodies, accreditation bodies and training institutes, are required to abide by the regulations in this document.

1.2 Scope of application
The JGAP scheme applies to “agricultural produce” and “livestock and livestock products.” (Please refer to Chapter 6.2 “Products that can be audited and certified” for details).
For the time being, “agricultural produce” and “livestock and livestock products” are tentatively regulated under different General Regulations. This document regulates “livestock and livestock products,” but some sections are standardized with “agricultural produce” in order to achieve integration in the future.

2. References
(1) ISO/IEC 17067:2013 (Conformity assessment-Fundamentals of product certification and guidelines for product certification schemes)
(2) ISO/IEC 17011:2004 (Conformity assessment-General requirements for accreditation bodies accrediting conformity assessment bodies)
(3) ISO/IEC 17065:2012 (Conformity assessment-Requirements for bodies certifying products, processes and services)
(4) ISO 19011:2011 (Guidelines for auditing management systems)
(5) IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling Issue 1, Version 3 (IAF MD1:2007)

3. Terms and definitions

3.1 Common terms of agricultural produce and livestock and livestock products
(1) GAP
GAP is an abbreviation for Good Agricultural Practice and refers to the standard that a producer should comply with during agricultural and livestock production and implementation. It has various translations in Japanese. According to the FAO (Food and Agriculture Organization of the United Nations), “Good Agricultural Practices are practices that address environmental, economic and social sustainability for on-farm processes, and result in safe and quality food and non-food agricultural and livestock products.”

(2) JGAP
JGAP is one of the GAP schemes developed by the Foundation, and contains good practices for farm management, food safety, animal health, environmental conservation, workers safety, human rights and welfare, and animal welfare. The scheme pertains to product certification and is based on ISO/IEC 17067.

(3) Scheme
Scheme refers to a system and procedure for operating a standard, including its development, training/education, management, audit and certification. The Foundation is the scheme owner of JGAP, and is ultimately responsible for its operation.

(4) JGAP documents
Documents that are necessary for JGAP as indicated in 5.1 of this document.
(5) **JGAP standard**

Among the JGAP documents, the following are JGAP standards for JGAP audit and certification
- JGAP General Regulations
- JGAP Control Points and Compliance Criteria for Farms
- JGAP Control Points and Compliance Criteria for Group Administration
- Guidelines

(6) **Farm**

A farm is a management entity that conducts the production of agricultural and livestock products, has legal ownership of the agricultural and livestock products, and has a unitary management system. In principle, a unitary management system means that it is operated under the same capital and management structure.

When a farm owns multiple livestock barns, facilities and site groups, “production management units” exist.

(7) **Group**

An organization that consists of multiple farms that are operated under the principles and missions of the group, and has a representative and group administration.

(8) **Group administration**

An administrative body that is set up within a group to govern the organization based on the JGAP requirements. In principle, group administration needs to be a legal entity, but an agricultural cooperative (that is not a legal entity) that has a representative, address and contact numbers can also be accepted. The group’s representative needs to designate a group administrator. The designated group administrator is required to have sufficient knowledge of internal audit to manage its group members. A group representative is allowed to be both a group representative and a group administrator at the same time.

(9) **Certified farm**

A farm that has been audited and certified under JGAP. A farm that belongs to a certified group is also a certified farm, but it needs to acknowledge that the certificate is provided through the group (Ref. (18) “Certified products”).

(10) **Certified group**

A group that has been audited and certified according to JGAP.

(11) **Farm/Group**

This term is used when referring to both farm(s) and group(s).

(12) **Production management unit**

Refers to each livestock barn, facility or site (when a farm owns multiple livestock barns, facilities and site groups). Farms with multiple production management units are operated either under a unitary management system or otherwise. When a farm is operated under a unitary management system, instruction systems are unified at a division (such as a headquarter) with a central management facility, and activity records of livestock barns, facilities and sites can be consolidated and verified at the division. When a farm is not operated under a unitary management system, production management units are regarded as independent farms and each production management unit needs to implement the “JGAP Control Points and Compliance Criteria for Farms.”

(13) **Single management multi-site**

A farm where multiple production management units are operated under a unitary management system can be certified through a type of group certification that is identified and managed as a “single management multi-site certification.”

In a “single management multi-site certification,” “farm” is replaced with “production management unit,” “group” is replaced with “single management body,” and “group administration” is replaced with “central management facility (such as headquarter).” When a farm is certified through a “single management multi-site certification,” this needs to be specified in the JGAP certificate (Ref. 7.4 of this document).

(14) **Agricultural and livestock products**

The general term for agricultural produce and livestock and livestock products.
(15) **Item**
Refers to each detailed classification of agricultural produce or livestock that is on the “JGAP Standard Item List.”

(16) **Product**
Agricultural produce or livestock and livestock product that is ready to be sent to a buyer from a farm or a group.

(17) **Food**
Under JGAP, food refers to all edible and drinkable items.

(18) **Certified products**
Agricultural and livestock products that meet all the following criteria from a) to d). This term is sometimes broken down and used as terms such as certified agricultural produce, certified livestock and certified livestock products.
   a) Shipped from a farm with individual certification or group certification within the certificate validity period
   b) Item that is listed on the JGAP certificate
   c) Handled in an agricultural produce handling facility that is listed on the JGAP certificate when there is an agricultural produce handling facility on the farm (agricultural produce only)
   d) Handled in a livestock and livestock product handling facility that is listed on the JGAP certificate when there is a livestock product handling facility on the farm (livestock and livestock products only)

(19) **Facility**
Building, infrastructure and equipment that is used for farm operation. This includes livestock barn, storage and depository, produce handling facility, livestock product handling facility, livestock excrement management facility, infrastructure for electricity, fuel, gas, water (including sewage), compressed air, etc., resting/eating/smoking places for workers, and toilets.

(20) **Storage and depository**
Building in which veterinary medicinal products, livestock feed, agrochemicals, fertilizers, fuel, agricultural machinery and other inputs and equipment are stored.

(21) **Outsourcing**
Subcontracting activities that are directly related to agricultural and livestock production to external entities. For “livestock and livestock products,” such activities include in-process activities such as washing and disinfection of livestock houses, moving, transportation and raising of livestock, etc. Pest control, residue analysis of veterinary medicinal products and agricultural chemicals, equipment maintenance, infrastructure development, accounting, etc. are not included, as they are not part of the agricultural and livestock production process. In addition, in the case of a group certification, support of agricultural activities among the group members is not considered to be outsourcing.

(22) **Self-assessment**
A producer checks and verifies the status of farm management based on the “JGAP Control Points and Compliance Criteria for Farms.” JGAP requires at least one self-assessment per year.

(23) **Internal audit**
As a part of the process of group governance and management, a producer group’s internal auditor and internal auditor assistant check and verify the status of group members’ farm management, based on the group/farm management manual that complies with the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration.” The results of the internal audits are reported to the group administrator and the group representative. JGAP requires at least one internal audit per year.

* Note: When new versions of the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” are issued, and a new version of the “group/farm management manual” corresponding to those versions is developed and implemented, it is necessary to carry out an internal audit based on the new “group/farm management manual,” even if one year has not passed since the last internal audit. In that case, the group can conduct an internal audit only for the differences between the old and new versions of the manual. The internal audit based on the new “group/farm management manual” must be completed before an audit by a certification body.
(24) **Group/farm management manual**  
Manual that is indispensable for managing a producer group and contains the following contents:  
a) Procedures for group governance, which meet the “JGAP Control Points and Compliance Criteria for Group Administration.”  
b) Procedures for farm management under the responsibility of the group administration, which meet the “JGAP Control Points and Compliance Criteria for Farms.”  
c) Common procedures for farm management under the responsibility of the group members, which meet the “JGAP Control Points and Compliance Criteria for Farms.”

(25) **Audit and certification**  
Third-party verification whereby a certification body implements a conformity assessment (refer Note) for a farm/group and the farm/group’s agricultural and livestock products under JGAP operations, according to the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration,” and officially declares their compliance.  
*Note: GAP audit and certification include both the process of agricultural production management and the agricultural and livestock products that come out of the process.

(26) **Certification decision**  
Refers to “7.6 Certification decision” of ISO/IEC 17065. “7.6 Certification decision” means a final decision made by a certification body on the approval, continuation, renewal, suspension and revocation of a JGAP certificate, based on “7.5 Review of evaluation results” (referred to as “Review of audit results” in JGAP) of ISO/IEC 17065.

(27) **Accreditation**  
Third-party verification by an accreditation body that officially verifies the competence of a certification body to carry out a conformity assessment for a farm/group and the farm/group’s agricultural and livestock products under JGAP operations, based on JGAP General Regulations and ISO17065.

(28) **Board**  
In this document, the Board refers to the Board of Directors of the Foundation.

(29) **Technical Committee**  
In this document, the Technical Committee refers to the Technical Committee of the Foundation. This Committee is in charge of the development of “General Regulations,” “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration.” The Technical Committee Chairman is responsible for overseeing the entire committee. Further details are stipulated in the “Technical Committee Regulations of the JGAP.”

(30) **Japan GAP Foundation Office**  
The office in charge of administrative work related to JGAP. The Secretary-General oversees the administrative management of JGAP.

(31) **Violation of regulations by a farm/group**  
Violation by a farm/group of the regulations that are defined in the “JGAP Control Points and Compliance Criteria for Farms” or “JGAP Control Points and Compliance Criteria for Group Administration” or violation of the “General Regulations.”

3.2 **Specific terms for livestock and livestock products**

(32) **Livestock**  
Under JGAP, livestock refers to dairy cattle, beef cattle, pig, egg-laying hen and broiler chicken.

(33) **Livestock products**  
Under JGAP, livestock products refer to raw milk and chicken eggs.
(34) Production process
A series of production activities including the livestock farming process, livestock product handling process and self-supplied feed production process.

(35) Farming process
Production activities including feeding livestock with feed and water, and shipment of livestock.

(36) Livestock product handling process
In the case of raw milk, product handling refers to a process that includes milking, raw milk processing and storage, as well as shipment to milk collection manufacturers. In the case of chicken eggs, it refers to a process that includes egg collection and storage, as well as shipment to grading and packaging centers.

(37) Self-supplied feed production process
Refers to the farm process that includes cultivation and harvesting of forage crops, and manufacturing of livestock feed from the harvested forage crops to provide for the farm’s own livestock.

(38) Livestock house
A facility for livestock feeding and management.

(39) Livestock product handling facility
A facility where livestock product is handled, such as a milking facility, a raw milk processing facility and an egg collection area.

(40) Livestock excrement management facility
In the case of solid livestock excrement, the term refers to a management facility (compost shed for handling and storage) and drying facility of materials such as livestock feces and bedding (material for moisture control, such as chaff and straw) that has absorbed livestock feces and livestock urine. In the case of liquid livestock excrement, it refers to urine storage tank, slurry tank and sewage treatment facility of materials such as livestock urine and slurry (excrement of high fluidity with mixed livestock feces and livestock urine).

(41) Pastures
Refers to the forage crop growing area and native pasture.

(42) Parallel farming
Farming certified livestock and non-certified livestock of the same item on the same farm at the same time.

(43) Contracting
Outsourcing a part of livestock farming process.
4. Operational structure of JGAP

The following table shows the division of functions among the Foundation, farms/groups, certification bodies, accreditation bodies and training institutes.

<table>
<thead>
<tr>
<th>Table of operational functions</th>
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<tbody>
<tr>
<td><strong>Japan GAP Foundation (Scheme owner)</strong></td>
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<tr>
<td>Development and management of JGAP (including general oversight and improvements)</td>
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<tr>
<td>Issuance of farm/group registration number</td>
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<tr>
<td>Disclosure of database of registered farms/groups</td>
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<tr>
<td>Issuance of JGAP logos</td>
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<tr>
<td>Development of training tools</td>
</tr>
<tr>
<td>Approval of training institutes</td>
</tr>
<tr>
<td>Registration of JGAP trainers</td>
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<tr>
<td>Registration of JGAP auditors</td>
</tr>
</tbody>
</table>

5. Development and management of JGAP documents

5.1 JGAP documents

The following are the documents that are related to JGAP development, operation, audit and certification. The details are included in the “List of JGAP documents.”

The copyright of JGAP documents belongs to the Foundation, and these documents can be used by any stakeholder that is engaged in agricultural and livestock production and distribution, and their audit and certification. When any entity intends to produce a secondary document that derives from the JGAP documents, the entity needs to acquire authorization from the Foundation in advance.

1. JGAP General Regulations

Refers to this document, and defines the procedures of JGAP audit and certification, use of JGAP logos and other general regulations related to JGAP.

2. JGAP Control Points and Compliance Criteria for Farms

A JGAP standard document that describes the objective control points and compliance criteria regarding farm management, food safety, environmental conservation, workers safety, human rights and welfare, and animal welfare, in order to achieve good farm management. There are documents for “Fruits and vegetables,” “Grains,” “Tea,” and “Livestock and livestock products.” “Examples and notes” in the document provide reference information for farms applying to JGAP and are not compliance criteria. Examples are samples of procedures for achieving compliance criteria, while notes provide supplementary explanation of compliance criteria, and reference to Japanese laws and regulations.

*Note: The “document on the differences between JGAP and other schemes” (Ref. 15. in this document) and the “standard document with recognized equivalence with JGAP” (Ref. 16 in this document) can be used as a normative document for audits in the same way as the “JGAP Control Points and Compliance Criteria for Farms” can.

3. JGAP Control Points and Compliance Criteria for Group Administration

A JGAP standard document that describes the objective control points and compliance criteria for group administration to achieve good group governance.
*Note: The “document on the differences between JGAP and other schemes” (Ref. 15 in this document) and the “standard document with recognized equivalence with JGAP” (Ref. 16 in this document) can be used as a normative document for audits in the same way as the “JGAP Control Points and Compliance Criteria for Farms” can.

4) Guidelines

JGAP standard documents that supplement (1) - (3) above. Some contain extensive details and therefore are issued as separate documents, while others are temporary documents to be used until the next revised standard document is officially issued. Each guideline indicates which control point of which document it supplements. The summary of the relationship between the guidelines and their corresponding control points can be seen in the “Table of Guidelines” on the Foundation’s website.

5) Technical letter

Information that explains (1) – (4) above. The Foundation releases technical letters on issues that have received many inquiries from certification bodies and from farms/groups, and on issues that require additional explanation, on an irregular basis through its website.

6) Detailed rules

Detailed rules to supplement “JGAP General Regulations.”

7) JGAP Standard Item List

A document that lists the items that can be on the certificates.

5.2 Responsibilities and powers regarding the development and management of JGAP documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Development</th>
<th>Approval</th>
<th>Identification of versions</th>
<th>Frequency of revision</th>
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</thead>
<tbody>
<tr>
<td>JGAP General Regulations</td>
<td>Technical Committee</td>
<td>Board</td>
<td>Version No.</td>
<td>Once a year</td>
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<tr>
<td>JGAP Control Points and Compliance Criteria for Farms</td>
<td>Technical Committee</td>
<td>Board</td>
<td>Version No.</td>
<td>Once in 4 years</td>
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<tr>
<td>JGAP Control Points and Compliance Criteria for Group Administration</td>
<td>Technical Committee</td>
<td>Board</td>
<td>Version No.</td>
<td>Once in 4 years</td>
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<tr>
<td>Guidelines</td>
<td>Technical Committee</td>
<td>Board</td>
<td>Issue date</td>
<td>When necessary</td>
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<td>Technical letters</td>
<td>Technical Committee</td>
<td>Technical Committee Chairman</td>
<td>Issue date</td>
<td>When necessary</td>
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<tr>
<td>Detailed rules (only when they are related to JGAP)</td>
<td>Secretary General</td>
<td>Technical Committee Chairman</td>
<td>Issue date</td>
<td>When necessary</td>
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<tr>
<td>JGAP Standard Item List</td>
<td>Secretary General</td>
<td>Technical Committee Chairman</td>
<td>Issue date</td>
<td>When necessary</td>
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Extraordinary revisions of these documents may be carried out when requested by the Secretary General and approved by the Technical Committee Chairman.

5.3 Management of old versions when a JGAP standard document is revised

(1) When a new JGAP standard document is approved, the Secretary-General should decide the issue date, considering the period that is necessary for stakeholders to understand and to adapt to the new document. The issue date for a “JGAP Control Points and Compliance Criteria for Farms” is the date on which an application for an audit based on the new
document can be accepted. For other documents, the issue date is the date when the new document becomes applicable.

(2) When new versions of the “JGAP General Regulations” and “Detailed rules” are issued, the old versions lose their validity. However, non-compliances that were identified while the old versions were still valid need to be closed through corrective actions based on the requirements of the old versions, even if the new versions are issued during the period of corrective actions. Application of the new versions in audits and certifications starts on the audit date.

(3) When new versions of the “JGAP Control Points and Compliance Criteria for Farms,” “JGAP Control Points and Compliance Criteria for Group Administration” and their “Guidelines” are issued, the applications for first audits and renewal audits based on the old versions are accepted for one year after the issue date of the new versions, and the audit dates must be within 90 days from the application deadline. In addition, if a first audit or renewal audit is conducted based on the old version, the subsequent surveillance is based on the old version in principle, but may also be based on the new version. If based on the new version, the certificate needs to be reissued.

5.4 Management of translated documents
The Japanese versions of the JGAP standard documents are the original. When the JGAP standard documents are translated into other languages, they need to be approved by the Technical Committee of the Foundation. Once approved, an audit and certification can be conducted using the translated documents.

*Note: discrepancy between the English version and the Japanese version of the Terms, the Japanese-language version shall prevail.

5.5 Communication regarding new versions
(1) Public comments are widely collected and considered for revisions of the General Regulations and the Control Points and Compliance Criteria.

(2) Publication and issuance of new versions are conducted through the Foundation’s website. If necessary, the Foundation notifies stakeholders, such as certification bodies.

6. Scope of JGAP audit and certification

6.1 Overview of JGAP audit and certification
For JGAP certifications, JGAP standard documents shown in the following table must be used.

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>General Regulations</th>
<th>JGAP Control Points and Compliance Criteria for Farms</th>
<th>JGAP Control Points and Compliance Criteria for Group Administration</th>
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6.2 Products that can be audited and certified
(1) Products within the audit and certification scope
   a) For each category of agricultural and livestock products, products corresponding to items listed in the “JGAP Standard Item List” are considered to be within the scope.
   b) A farm/group that wishes to be audited and certified should be audited on all the products it produces and sells, but it is allowed to limit the products that are to be audited. When the form of shipment is specified in the “JGAP Standard Item List,” the form of shipment subject to audit and certification must be clarified.
Case 1: The product is “dairy cattle” and the form of shipment is “raw milk” and “living cattle”
Case 2: The product is “pig” and the form of shipment is “living pig”

(2) Parallel farming
Parallel farming in the case of unitary management of a farm (Ref. the definition of “Farm” in this document’s Chapter 3. (6)) is not allowed. However, keeping introduced livestock for a limited period, as defined in the “Control Points and Compliance Criteria for Farms,” is not considered parallel farming.

6.3 Processes that can be audited and certified
(1) General principle
All the production processes of a farm/group are within the scope of audit and certification. The applicable scope is specified to the combination of farming process, livestock product handling process and self-supplied feed production process of each item, and it is not possible to limit the applicable scope to only a part of all the processes of the farm/group. For example, it is not possible to certify only the livestock product handling process while excluding the farming process.

(2) Applicable scope in shipment of products (included in farming process and livestock product handling process)
a) For shipment of products (loading, transportation and delivery), the audit and certification scope covers the process up to the point at which the ownership of the livestock and livestock products is transferred to the buyer, or when the management responsibility for the livestock and livestock products is transferred to the shipping destination.
b) Specific instructions for when special precautions are necessary are written in the “JGAP Standard Item List.”

(3) Production processes within the audit and certification scope for each livestock and livestock product category
The following table shows the applicable production process category within the audit and certification scope for each livestock and livestock product category. Applicable production process category needs to be indicated in the certificates.

<table>
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<tr>
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<tbody>
<tr>
<td>1. Dairy cattle</td>
<td>Dairy cattle farming</td>
<td>Dairy cattle Livestock product handling</td>
<td>Dairy cattle Self-supplied feed production</td>
</tr>
<tr>
<td>2. Beef cattle</td>
<td>Beef cattle farming</td>
<td></td>
<td>Beef cattle Self-supplied feed production</td>
</tr>
<tr>
<td>3. Pig</td>
<td>Pig farming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Egg-laying hen</td>
<td>Egg-laying hen farming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Broiler chicken</td>
<td>Broiler chicken farming</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(4) Production processes that are outsourced
When a farm/group outsourcing a part of a production process, the outsourced process needs to comply with the JGAP standard. Therefore, the outsourced process is also included in the audit and certification scope. When contracting a part of a livestock farming process, a farm/group can choose whether to include it within the applicable scope or not. In that case, contracting information needs to be indicated in the certificates (Ref. 7.4).
7. Principles of JGAP audit and certification

7.1 JGAP audit and certification

(1) Options for audit and certification
The following options exist for JGAP certification
a) Individual audit and certification: Compliance with the “JGAP Control Points and Compliance Criteria for Farms” is audited for certification.
b) Group audit and certification: Compliance with the “JGAP Control Points and Compliance Criteria for Group Administration” and the “JGAP Control Points and Compliance Criteria for Farms” is audited for certification.

(2) An individually certified farm can decide to join a certified group within the certificate validity period. In this case, the individual certification continues to be valid until its expiry.

(3) Standard duration of audits
The following table shows the standard duration of audits. When estimating the duration of an audit, the certification body needs to take into consideration various factors, such as the farm’s audit history, whether the farm is under a unitary management system, the number of items, the complexity of the production process, the locations of livestock houses and facilities, the number of workers and audits (such as Farm HACCP), using the document on the differences between JGAP and other schemes (Ref. Chapter 15). When the duration set for an audit deviates from the standard duration of the audit, the certification body needs to explain the reasons for this being the case.

<table>
<thead>
<tr>
<th>Production process category</th>
<th>Standard duration of an audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy cattle</td>
<td></td>
</tr>
<tr>
<td>Farming and livestock product handling</td>
<td>7 - 10 hours</td>
</tr>
<tr>
<td>Farming, livestock product handling and self-supplied feed production</td>
<td>9 - 12 hours</td>
</tr>
<tr>
<td>Beef cattle</td>
<td></td>
</tr>
<tr>
<td>Farming</td>
<td>5 - 8 hours</td>
</tr>
<tr>
<td>Farming and self-supplied feed production</td>
<td>7 - 10 hours</td>
</tr>
<tr>
<td>Pig</td>
<td></td>
</tr>
<tr>
<td>Farming</td>
<td>5 - 8 hours</td>
</tr>
<tr>
<td>Egg-laying hen</td>
<td></td>
</tr>
<tr>
<td>Farming and livestock product handling</td>
<td>6 - 9 hours</td>
</tr>
<tr>
<td>Broiler chicken</td>
<td></td>
</tr>
<tr>
<td>Farming</td>
<td>5 - 8 hours</td>
</tr>
</tbody>
</table>

b) Group audit
   - Group Administration → Depending on the degree of division of roles and responsibilities with member farms
   - Member farm → Depending on the degree of division of roles and responsibilities with group administration

7.2 Required compliance level for JGAP certification

(1) All the control points in the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” need to be audited, and the result for each control point is defined as “Non-applicable,” “Compliant” or “Non-compliant.” When a control point result is found to be “Non-applicable,” the reason for this judgement needs to be justified. When a compliance criterion includes a procedure, a producer does not need to follow the particular procedure and can choose an alternative procedure that equally controls the risks, as long as the alternative procedure is justified through a risk assessment. In a surveillance that is based on 7.3 (2) of this document, there will be a focus on the control points that were non-compliant in the previous audits.
(2) There are three levels for the control points of the “JGAP Control Points and Compliance Criteria for Farms.”
   a) Major Must: Criteria that are critical and the most important from the perspective of legal compliance.
   b) Minor Must: Criteria for which compliance is very important.
   c) Recommendation: Criteria that do not affect the result of an audit but are important to achieve ideal farm management, and thus a proactive effort to fulfill the criteria is desirable.

(3) A certificate is granted as a result of an audit when the following level of compliance is verified. A farm that has been granted a certificate can be called a “JGAP certified farm,” and a group that has been granted a certificate can be called a “JGAP certified group.”

[For individual farm certification]
   • 100% compliance with the applicable Major Must control points of the “JGAP Control Points and Compliance Criteria for Farms.”
   • 95% compliance with the applicable Minor Must control points of the “JGAP Control Points and Compliance Criteria for Farms.”

[For group certification]
   • 100% compliance with the applicable control points of the “JGAP Control Points and Compliance Criteria for Group Administration.”
   • 100% compliance with the applicable Major Must control points of the “JGAP Control Points and Compliance Criteria for Farms.”
   • 95% compliance with the applicable Minor Must control points of the “JGAP Control Points and Compliance Criteria for Farms.”

7.3 Timing and conditions of audits
Certain production activities of livestock and livestock products are seasonal. If audits take place at the same time of the year every time, certain important activities may never be verified as they are not conducted during the time of audits. In order to be able to verify all the important activities, the validity period of a JGAP certificate for livestock and livestock products is set to be 2 years, and there is a surveillance within the validity period, conducted at a time that ensures all important production processes are verified. Therefore, the cycle of audits would be: first audit → surveillance → renewal audit → surveillance → renewal audit, and so on. The timing and conditions of audits are defined below:

(1) First audit
   A first audit takes place when a farm/group applies for a JGAP audit for the first time, or when a formerly-certified farm/group reappears for a JGAP audit after a valid certificate has expired. A first audit verifies whether the farm/group complies with the criteria and has an operational system to sustain compliance. A certificate is valid for two years from the certification date. When a farm/group decides to change its certification body while the certification is valid, the subsequent audit would be treated as a renewal audit.

(2) Surveillance
   a) General principles
      Surveillance is an audit to verify that a certified farm/group is maintaining compliance with the standard between the first audit (or the previous renewal audit) and the next renewal audit. Surveillance needs to take place within 18 months from the certification date, at a time that is indicated by the certification body. In principle, surveillance is conducted at a time when an important production activity, decided upon by the certification body, is taking place at a farm/group.
   b) Exemption of surveillance
      At a renewal audit, if a certification is granted without any need for corrective actions, the certification body may decide that surveillance is not necessary. This exemption rule is not applicable for a first audit, so a
farm/group always needs to have surveillance after a first audit.

(3) Renewal audit
A renewal audit verifies that a certified farm/group continues to comply with the standard between the previous audit and the renewal audit, and holistically evaluates the farm/group’s performance within the validity period. After a renewal audit, the validity period can be extended, and a new certificate is issued. The validity period is extended for two years starting from the day following the expiry date of the previous certification. A renewal audit can be conducted from 6 months before the expiration date of a certificate, considering the time necessary to correct any non-compliances identified during the audit, and the time necessary to make a certification decision.

(4) Additional conditions
a) At a first audit, surveillance or renewal audit, the livestock and the livestock products for items that are on the application form, need to be physically present on the farm.
b) When there are multiple livestock houses and livestock product handling facilities, the livestock houses and livestock product handling facilities that have not been audited in the previous audits should be given a priority for audit.
c) During surveillance, for important production processes that are verified on the farm, production processes that have not been audited previously should be given priority for audit.
d) When the corrective actions for non-compliances identified in a surveillance are not conducted within the period defined in 8.3 (7) of this document, certification could be suspended or revoked, even during the validity period (Ref. 9.3 of this document).
e) When renewal audits are repeated based on 7.3 (3) of this document, the certification renewal date becomes the same each time. When a farm/group wishes to change the certification renewal date, it can apply for a reduction of its validity period, and conduct a renewal certification prior to the date. It is not allowed to extend the validity period to change the certification renewal date.
f) When a first audit or a renewal audit has been conducted based on an old version of the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration,” surveillance should be conducted using the same documents. The farm/group can choose to have surveillance performed using a new version, but the certificate would need to be reissued in this case.

Timing of audits

7.4 Certification date, validity period and descriptions on a certificate
A JGAP certificate is a document that demonstrates that a farm/group has been granted JGAP certification by a certification body.
(1) The certification date is the date on which certification is granted by a certification body. In the case of a first audit, it is referred to as the certification date, and in the case of a renewal audit, it is referred to as the certification renewal date.

(2) A certificate is valid for two years from the certification date.

(3) The design of a certificate can be decided on by a certification body. A certificate needs to stipulate the following contents.

   a) Basic information
      ① JGAP trademark
      ② Name of the certification body, its trademark and the name of the responsible person
      ③ In the case of an individual farm certification
         Name of the farm and its address
      ④ In the case of a group certification
         • Name of the group, address of the group administration office, and names and addresses of the member farms
         In the case of a single management multi-site certification
         • Name of the group, address of the group administration office, as well as identification name (such as main farm and branch farm) and address of each production management unit
         • In the case of a single management multi-site certification, such identification needs to be clarified
      ⑤ Registration number as required in 8.1 (6); a certification body can also include its own identification number for the farm.

   b) Certification scope
      ① Certification standard
         • The “JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)” used in the audit and the version number
         • The “JGAP Control Points and Compliance Criteria for Group Administration (Livestock and Livestock Products)” used in the audit and the version number (in the case of a group)
      ② Audit standard
         • The “JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)” used in the audit and the version number
         • The “JGAP Control Points and Compliance Criteria for Group Administration (Livestock and Livestock Products)” used in the audit and the version number (in the case of a group)
      * Note: If the certification standard and the audit standard are the same, the audit standard can be omitted. If the certification standard and the audit standard differ in the following ways, the audit standard needs to be specified.
         • JGAP certification using the document on the differences between JGAP and other schemes (Ref. 15. of this document).
         • JGAP certification using the standard document with recognized equivalence with JGAP (Ref. 16. of this document).
      ③ Certified products
         Documents the names of certified items. The names need to be on the “JGAP Standard Item List.” When the form of shipment is defined, the corresponding form should be specified.
         [Example: Item – Dairy cattle (raw milk, living cattle), Item – Pig (Living pig)]
         In the case of a group certification, the above needs to be documented for each farm.
      ④ Certified processes
         • A description that clarifies the certified production process categories (Ref. 6.3 (3) of this document).
         • When a part of the farming process is contracted, identification whether it is included in the certification scope, and the scope of contracted farming process need to be documented.
When the contracted farming process is included in the certification scope, contractor name and address need to be documented.
c) Classification of certification date
   ① Certification date or certification renewal date
   ② Certificate validity period
   *Note: In the case of JGAP certification using the document on the differences between JGAP and other schemes (Ref. 15. of this document), if the certificate of the other scheme is valid within two years from the certification date, the validity period of the other scheme becomes the validity period of the JGAP certification. When the validity period of the other scheme is renewed, the validity period of the JGAP certification is extended to two years from the JGAP certification date.
   ③ (In case of changes in the description on the certificate,) the issue date of the revised certificate

8. Flow of JGAP audit, certification and post-certification

8.1 Application for an audit and fixing the audit date
A farm/group opting for JGAP certification applies to a certification body for an audit. Certification bodies are entities accredited based on the regulations in this document, or entities that are under the accreditation process. Any JGAP audit or certification conducted by entities that are not accredited is not approved by the Foundation.
A farm/group applies for an audit with a certification body by completing the form prepared by the certification body. The form must contain the information indicated below.
When a farm is not under a unitary management system, the items below from (1) f) to t) need to be completed for each management system. When the farm/group has not agreed to the terms of agreement on the form, or when the certification body discovers that the farm/group belongs to antisocial forces, the certification body has the right to decline its application.
(1) Information required for applications
   a) Options and types of audit and certification
      Individual farm certification or Group certification (including identification whether it is a single management multi-site certification)
   b) Timing of audit
      First audit, Surveillance or Renewal audit
   c) Requested timing of audit
      Refer to 7.3 of this document. Certification bodies have a duty to clearly explain 7.3 of this document to the farm/group.
   d) Name of the farm instructor
   e) Certification standard and audit standard
      ① The version number of the “JGAP Control Points and Compliance Criteria for Farms”
      ② The version number of the “JGAP Control Points and Compliance Criteria for Group Administration”
      * Note 1): If the certification standard and the audit standard are the same, the audit standard can be omitted.
      * Note 2): In the case of JGAP certification using the document on the differences between JGAP and other schemes (Ref. 15. of this document), the name and version number of the document used as the audit standard need to be specified, and a copy of the certificate of the other scheme needs to be attached.
      * Note 3): In the case of JGAP certification using the standard document with recognized equivalence with JGAP (Ref. 16. of this document), the name and version number of the document used as the audit standard need to be specified.
   f) Items to be audited (must be on the “JGAP Standard Item List”) and the form of shipment (when applicable).
   g) Basic information of the farm/group to be audited
The name of the farm/group, name of the farm/group top management or representative, address, name of the person responsible for the farm and contact information. In the case of a group, whether the member farm is new and has been added to the group since the previous surveillance or renewal audit, the group administration’s management body, address, the group administration’s responsible person and contact information.

h) Full map of farm
   Map showing the layout of farm/group administration office and facilities specified in i) to m) below.

i) Information about livestock houses
   Name, address, floor area and maximum livestock storage capacity
   In the case of a group, the above information needs to be provided for each member farm.

j) Basic information about livestock product handling facilities (if applicable)
   Name, address, handled items, milking methods, number of milking cows and storage capacity

k) Basic information about livestock excrement management facilities
   Name, address, floor area and treatment methods

l) Basic information about storage
   Name (identification), address and main goods stored (feed, veterinary medicinal products, machines and fuel)

m) Basic information about pasture (when applicable)
   Name (identification), address and name of forage crops grown

n) Basic information about production processes
   Overview (flow etc.) of production process categories (Ref. 6.3(3)) and production processes

o) Basic information regarding animal welfare
   Checklist based on the “Rearing Management Guidelines in alignment with the Concept of Animal Welfare”

p) Basic information about workers
   Presence/absence of workers, number of workers, mode of employment (permanent or temporary),
   presence/absence of foreigners, presence/absence of workers with disabilities, presence/absence of worker housing (such as a dormitory).

q) Information about the conditions for the auditor’s entry to the farm
   Information to be communicated to the auditor prior to entry into livestock houses and other facilities (such as the rule of taking a shower and changing clothes prior to entry, downtime, whether he/she carries any prohibited personal belongings, etc.), information to be obtained about the auditor (recent travel history, history of visits to other livestock farms, size of body and feet so as to provide him/her with protective clothing and shoes, etc.).

r) Information about subcontractors
   Processes that are outsourced, name, address and contact information of the subcontractors, the state of third-party certification of the subcontractors (Ref. 8.2 (4) d) of this document) and whether contractors are included in certification scope

s) Verification of corrective actions after a self-assessment (in the case of an individual farm certification) or after an internal audit (in the case of a group certification).

t) (In the case of a group audit), organizational chart of the group and documents that stipulate the division of roles and responsibilities between the group administration and member farms.

(2) The certification body accepts the audit application form only after carefully reviewing it.

(3) The certification body and the farm/group sign a legally binding agreement regarding the audit and certification. The content of the agreement is based on ISO 17065 and includes the following additional contents.
   a) The farm/group must promptly report to the certification body all complaints received, as well as non-compliances (including violation of laws), product recalls and prosecutions that may seriously compromise food
safety, and records of actions taken to correct such issues.

b) The farm/group must agree to promptly report the above records to the Foundation through the certification body.

(4) A certification body determines the duration of the audit (Ref. 7.1 (3) of this document) considering the information provided in the form, and sets the audit date with the applicant farm/group (including the subcontractors that need to be audited as described in 8.2 (4) d)).

(5) Prior to an audit, the certification body reports the contents of the application form to the Foundation.

(6) When it is a first audit, the Foundation provides the farm/group’s registration number to the certification body.

(7) The certification body selects an auditor that is registered under the Foundation (Ref. 11. “JGAP auditors” of this document).

8.2 Planning an audit and sampling

(1) A certification body needs to arrange for an auditor that meets the criteria in this document. When it is not possible to find an auditor that has enough knowledge of the agricultural and livestock products to be audited, the certification body can arrange for a technical expert with adequate knowledge to accompany the auditor (refer Note). In the case of a group audit, an audit team leader needs to be selected. A certification body needs to verify in advance that there is no conflict of interest between the farm/group and the auditor.

*Note: The certification body must not charge the farm/group for the accompaniment of the technical expert. The technical expert can only advise the auditor and is not allowed to conduct an audit on his/her own.

(2) A certification body must develop an audit plan and agree upon it with the farm/group. The means of transportation and arrangement for accommodation and meals also need to be coordinated and agreed upon with the farm/group.

(3) Only the farms, facilities and pastures that are specified on the application form will be audited. When the farm/group’s organization or management structure is complicated, and a certification body finds it difficult to develop an audit plan with the application form alone, it can request additional information (such as a group management manual).

(4) In the case of an individual farm audit

a) The farm that has been indicated on the application form is to be audited.

b) When there are multiple livestock houses on the farm, samples of livestock houses that reflect the management conditions of the farm can be selected, and the audit can be completed based on these samples.

c) When there are multiple facilities and pastures with the same function on the farm, samples of facilities and pastures that reflect the management conditions of the farm can be selected, and the audit can be completed based on these samples.

d) When a production process that is important for the safety of agricultural and livestock products is outsourced, and the subcontractor is not certified by JGAP or other third-party certification schemes recognized by the Foundation, the auditor needs to audit the subcontractor. When the same process is outsourced to multiple subcontractors, the auditor can take samples that are more than the square root (rounding up the decimal) of the subcontractors’.

(5) In the case of a group audit

a) Audit of a group administration and member farms

In the case of a group audit, the group administration and samples of more than the square root (rounding up the decimal) of the number of member farms need to be audited (Note 1).

A certification body selects member farms as samples by considering the group’s organizational structure, the division of roles and responsibilities between the group administration and member farms, production items, production scale (such as maximum livestock housing capacity), past audit history, etc. In principle, the selected farms need to be specified to the group administration by 7 days prior to the start of the farm audit (Note 2).
When more than one auditor is involved in a group audit, all the auditors should be present for the audit of the group administration. When any auditor is not present during the audit of the group administration, that person needs to be informed about the results of the audit before the farm audits take place. For a first audit or a renewal audit, farm audits need to be completed within one month from the completion date of the audit of the group administration.

*Note 1: Upon the audit of the group administration, if the certification body has doubts about the group’s capacity to manage its members and conduct credible internal audits, the certification body can select additional samples of farms to be inspected. Candidates for the additional sample farms are included in the audit plan in advance.

*Note 2: A certification body determines the duration of the audit for the group administration and the member farms, and the number of member farms to be sampled, based on the “group’s organizational diagram” or “documents that stipulate the division of roles and responsibilities between the group administration and member farms” that are obtained in advance during the submission of an application. For example, when the group administration plays a bigger role and takes most of the responsibilities, the audit of the group administration requires more time, and the farm audit can be just around 2 hours. On the other hand, when each member farm has a larger role and more responsibilities, farm audits require more time and the number of sample farms needs to be increased.

b) Audit of facilities and pastures
Audits of facilities and pastures should be conducted in the same manner as an audit of an individual farm (Ref. 8.2 (4) (c) of this document).

8.3 Conducting an audit and receiving a corrective action report

(1) A certification body conducts an audit based on the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration.”

(2) If the inadequate handling of agricultural and livestock products other than items to be audited or the inputs and machinery related to those agricultural and livestock products are posing food safety risks to the items audited, or are posing environmental risks or risks to workers safety, human rights and welfare, the auditor may report non-compliances.

(3) A certification body needs to record the audit result, report that result to the farm/group after the audit and request corrective actions to address non-compliances.

(4) In the case of a group audit, the audit team leader reports the result to the group administration, after all the audits are completed. When a group audit is conducted by multiple auditors, the team leader needs to compile all the findings and non-compliances identified by the team members prior to the closing meeting with the group administration.

(5) The farm/group administration can ask questions to the auditors regarding the audit results. Observers of the audit are not allowed to speak during the audit without the permission of the auditors.

(6) After the audit, the farm/group must conduct corrective actions for the non-compliances identified during the audit. After submitting the corrective action report, the farm/group may obtain a certification. However, in the following cases, the corrective actions need to be verified by the auditor on site.

a) An auditor has specified that the non-compliance needs to be verified on site, and the certification body confirms the need.

b) The audit results show less than 70% compliance with the Major Musts.

(7) A corrective action report needs to be submitted within 4 weeks after the audit date. When it is necessary to verify the corrective actions on site, the visit needs to be conducted within 8 weeks after the audit date.

8.4 Review of audit results and certification decision

(1) The review of audit results and certification decision must be conducted by the certification body that has conducted the audit. Those who have a conflict of independence and fairness, including those who have audited the farm/group,
must not review the audit results or make a certification decision. In addition, those who review the audit results and make a certification decision must not conduct any activity that infringes upon their independence and fairness. In particular, they must not conduct consulting (refer Note) or commercial activities, such as sales of products, to the audited farm/group within three years before and after the date of the review and certification decision.

*Note: Consulting refers to giving specific advice, instructions or solutions to a farm/group on implementing JGAP. Providing training on general information that is freely available to anyone is not considered consulting.

(2) The certification body can issue a certificate as a result of the certification decision, and it can also request further corrective actions and an additional audit.

(3) The certification body that has made the certification decision needs to issue the certificate.

(4) The review of audit results and certification decision must be made immediately after the completion of corrective actions.

8.5 Registration and disclosure of information
The certification body reports the registration information of JGAP certified farms/groups to the Foundation. The Foundation publishes the names of the certified farms/groups and certified products on its website.

8.6 Cost associated with a JGAP audit and certification
(1) Cost of audit and certification
A certification body sets a fee for the cost associated with an audit and certification and requests payment from the farm/group that has been audited or granted a JGAP certification.

(2) Registration fee for JGAP certified farm/group
A farm/group that has been granted a JGAP certification needs to pay a registration fee to the Foundation, through the certification body, as a JGAP certified farm/group.

The registration fee as a certified farm/group is to be paid when a new certificate is issued after a first audit, when a certificate is renewed after a renewal audit, or when a new member farm is added to a group after the group has been certified. When a certificate is revoked or when a member farm leaves the group, the registration fee is not returned.

8.7 Process after JGAP certification
When the description on the certificate needs to be changed, the farm/group must request that the certification body change the description on the certificate. The certification body shall follow the following procedure according to the request. In addition, when a certificate is revoked or withdrawn, or when there is a change in the description on the certificate due to a reduction in certification scope, the certification body must promptly request that the farm/group return the certificate. The certification body shall promptly report the changes in the certificate to the Foundation. The Foundation shall promptly register and disclose the changes in the certificate.

8.7.1 Adding a new item after certification
(1) When a farm/group adds a new agricultural and livestock product item on the certificate, it needs to apply to its certification body for the addition.

(2) The certification body must conduct an on-site audit to verify whether the production process for the item to be added meets the criteria of the standard, and then make a decision as to whether to accept the addition.

(3) After the verification, if the addition is granted, the certificate will be reissued, and the newly added item can be treated as a certified agricultural and livestock product.
8.7.2 Adding a new livestock house after certification
A certified farm/group can verify on its own whether the livestock house to be added to the certification complies with the “JGAP Control Points and Compliance Criteria for Farms,” and if compliance can be verified, the new livestock house can be added. The livestock coming from the newly added livestock house can be treated as JGAP certified products. In this case, it is not necessary to report the addition of a new livestock house to the certification body.

8.7.3 Adding a new facility or pasture after certification
A certified farm/group can verify on its own whether the facility or pasture to be added to the certification complies with the “JGAP Control Points and Compliance Criteria for Farms,” and if compliance can be verified, the new facility or pasture can be added. The livestock products handled in the newly added livestock product handling facility can be treated as JGAP certified products. In this case, it is not necessary to report the addition of a new facility or pasture to the certification body.

8.7.4 Adding a new farm to the group after certification
(1) When a certified group wishes to add a new member farm to the certification before the next surveillance or renewal audit, it needs to apply for the addition to the certification body, provided that it meets the “JGAP Control Points and Compliance Criteria for Group Administration.”
(2) The certification body calculates the square root of the new total number of the group’s member farms, including the new member farm. Then it subtracts the previous square root (rounding up the decimal) from the new square root (rounding up the decimal), and conducts on-site audits on the number of farms corresponding to the difference.
(3) After the audits, when the addition is granted, a new certificate is issued, and the newly added member farm can be treated as a JGAP certified farm.

8.7.5 Other changes in the description on the certificate
(1) When the description on the certificate needs to be changed for reasons other than 8.7.1 to 8.7.4, the farm/group shall request that the certification body change the description on the certificate.
(2) If the certification body finds that the change could potentially impact the safety of the agricultural and livestock products, it must take means to confirm that the farm/group’s management is up to standard. The means of confirmation may include an on-site audit.

8.8 Changing the certification bodies
(1) When a farm/group wishes to change its certification body
When a certified farm/group changes its certification body, the subsequent audit will be treated as a renewal audit. The farm/group must notify the previous certification body that it is not going to continue the certification with that certification body before applying to a new certification body. The farm/group needs to submit to the new certification body a copy of the current certificate and a copy of the audit report that includes the list of non-compliances provided by the previous certification body. In this case, the certificate validity period that is provided by the previous certification body becomes invalid, and the new certificate issued by the new certification body becomes valid.
(2) When a certification body wishes to hand over certified farms/groups
When a certification body loses its accreditation or downsizes the scope of its accreditation and needs to hand over its certified farms/groups to another certification body, the certificates will continue to be valid until their expiration dates. When a farm/group has not yet received a surveillance, the new certification body conducts an audit for transfer so that the certification can be maintained. The previous certification body needs to submit copies of the current certificates and copies of the audit reports, including the lists of non-compliances and things to be verified in subsequent audits, to the Foundation. The new certification body receives the documents from the
Foundation to conduct audits for transfer. When the accreditation of a certification body is revoked, the farms/groups shall follow the instructions of the Foundation.

8.9 Extraordinary audit
(1) When a certification body receives a complaint or information regarding non-compliances with JGAP standards by its certified farm/group, it can conduct an extraordinary audit of the farm/group. An extraordinary audit is conducted on site.

(2) A certification body cannot give more than 48 hours (two business days) of prior notice to the farm/group. The farm/group may refuse an extraordinary audit only when there are justifiable reasons, such as health issues. When an extraordinary audit is refused, the certification body needs to promptly set a new audit date.

(3) An extraordinary audit focuses on the control points that are related to the JGAP non-compliances as reported in (1). However, if the non-compliances cannot be audited without verifying an ongoing activity, the timing of the audit can be considered. The audit report should stipulate clearly that it was an extraordinary audit, and it should be submitted to the accreditation body and to the Foundation. Other matters should be conducted in the same way as in a normal audit and certification. The cost of an extraordinary audit needs to be borne by the farm/group.

9. Rights and duties of JGAP certified farms/groups and revocation/ withdrawal of certificates

9.1 Rights of JGAP certified farms/groups
(1) A certified farm/group can submit a complaint or appeal to the certification body. When the audit and certification does not respond properly to the complaint, the certified farm/group can submit the complaint to the accreditation body or to the Foundation (Ref. 17. “Complaint management, scheme improvement and public review by stakeholders” of this document).

(2) The Foundation, accreditation bodies, and certification bodies must treat all reports and other documents regarding the production process and audit results of the farm/group with confidentiality. No information should be disclosed to a third party, unless the farm/group has signed a written agreement in advance. According to 8.5 of this document, the name of the certified farm/group and the certified products can be published on the Foundation’s website as a means for buyers and consumers to verify the JGAP certification status of producers.

9.2 Duties of JGAP certified farms/groups
(1) A certified farm/group is responsible for complying with the applicable control points of the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” that are written on the certificate.

(2) A farm/group must not be audited and certified by more than one certification body at the same time.

(3) A certified farm/group is responsible for updating its certification body about changes in the items and production process categories that are documented on the certificate, and changes in data such as the addition/withdrawal of member farms.

(4) If a certified farm/group decides to outsource part of the production process of its agricultural and livestock products, which is within certification scope, to a subcontractor, it must ensure that the subcontractor complies with the JGAP standard.

(5) A certified farm/group must promptly accept an extraordinary audit (Ref. 8.9 of this document) when requested by a certification body.

(6) When a certification body requests a farm/group to return its certificate due to revocation or withdrawal of the certificate or reduction of the certified scope, the farm/group must promptly follow the request.
(7) When a farm/group provides a copy of its certificate to others, it must provide the complete information, including all the attachments to the certificate.

9.3 Suspension and revocation of a certificate
A certificate could be revoked in any of the situations identified in (1) to (7) below. The revocation decision is made by certification bodies. To make the decision, a certification body may conduct an extraordinary audit (Ref. 8.9 of this document). Prior to the revocation, a certification body provides a written warning to the farm/group, but it may immediately revoke the certification without notice. The warning is sent to the farm/group four weeks before the revocation, and the certificate is temporarily suspended during the warning. The use of JGAP logos is prohibited during the warning period. The certification body reports the temporary suspension or revocation of a certificate to the Foundation. The Foundation constantly updates the certification status of all registered farms/groups. A farm/group whose certificate has been revoked cannot apply for a new audit for five years from the date of revocation. When the reason for the revocation is malicious and could threaten the credibility of the certification, it may be announced on the Foundation’s website, and the Foundation may take legal actions against the farm/group, such as criminal complaint and claim for compensation.

(1) When a violation of regulations has been detected and the farm has been notified, but the farm is not willing to undertake a corrective action, or the farm has not taken any action for more than 3 months

(2) When non-compliances have been identified on a member farm as a result of an internal audit, but the group administration and/or the member farm are not willing to undertake a corrective action, the group administration is not willing to remove the member farm from the group, or the group administration and/or the member farm have not taken any action for more than 3 months

(3) When a farm/group is involved in inappropriate marketing, such as intentionally mislabeling its products to disguise their origin or to abuse the JGAP logos, and when the mislabeling has led to the loss of consumer trust or the violation of agricultural laws, food safety laws, environmental laws or labor laws, and the certification body determines that the farm/group should not be holding a JGAP certificate

(4) When a farm/group does not pay the required fees related to audit and certification

(5) When the farm/group declares bankruptcy, corporate reorganization or civil rehabilitation, or when a farm/group is going through dishonor of bills, attachment for delinquent tax and public dues, execution of foreclosure or an equivalent situation

(6) When an inappropriate relationship between the farm/group and the auditor is discovered, and the audit result cannot be credible

(7) When a certified farm/group does not apply for a subsequent audit, despite the certification body prompting the farm to apply for an audit, and the subsequent audit cannot be conducted within the time limit stipulated in 7.3 of this document (refer Note) (except when a farm/group has transferred to a new certification body)

*Note: A certification body can decide to conduct an extraordinary audit before the certificate expires. When the certificate has already expired, the certification must be revoked.

(8) When a certified farm/group continues to refuse an extraordinary audit (Ref. 8.9 of this document)

10. Labeling regarding JGAP certification

10.1 The JGAP logos
The JGAP logos (logos that contain the word JGAP) are scheme logos of which copyright belongs to the Foundation. They represent farms/groups that promote proper animal health, food safety, environmental conservation, workers safety, human rights and welfare and animal welfare, as well as agricultural and livestock products that have been produced by farms/groups under such farm management. The JGAP logos are not a consumer-facing agricultural and
livestock product brand but are a means to communicate the management methods of the farms/groups that have produced the agricultural and livestock products.

10.2 Types of JGAP logos, their permitted uses and display methods
There are two types of logos: JGAP Certified Farm logo and JGAP Products Used logo.

10.2.1 JGAP Certified Farm logo
(1) JGAP Certified Farm logo
A logo that represents a certified farm/group or JGAP certified products. Only certified farms/groups can receive permission from the Foundation to use the logo. A JGAP Certified Farm logo contains a registration number, provided in 8.1 (6) of this document.

(2) Permitted logo displays
a) Certified products or their packaging materials
b) Business cards, signboards, websites, brochures, advertisements and other advertising materials of a certified farm/group.

(3) Display conditions and display methods of a JGAP Certified Farm logo on certified products and their packaging materials
The JGAP Certified Farm logo is permitted to be displayed within the following scopes:
a) A JGAP Certified Farm logo can be displayed only on certified products and their packaging materials.
b) Certified farms/groups can put a JGAP Certified Farm logo on their certified products, but wholesalers and retailers are not allowed to put the logo on the products after the products have already left the farm. A JGAP Certified Farm logo can be used in point of purchase advertising at retail stores only under the supervision of a certified farm/group.
c) When displaying a JGAP Certified Farm logo, the name of the certified farm/group also needs to be written on the display, and the name of the certified farm/group must be indicated close enough to the logo that both can be seen at the same time. The size of the display must ensure visibility of the registration number.
d) When supplementary explanations about JGAP are provided, the wordings must be selected from the phrases defined by the Foundation. The phrases defined by the Foundation adequately explain a JGAP Certified Farm logo, and wordings other than these phrases cannot be used in principle. However, if there is a proposal from a certified farm/group, the Foundation will analyze it and decide whether to add it to the options of phrases.
e) The accreditation logo of an accreditation body and the certification logo of a certification body cannot be displayed.

(4) Display conditions and display methods of a JGAP Certified Farm logo on business cards, signboards, websites, brochures, advertisements and other advertising materials of a certified farm/group
a) When displaying a JGAP Certified Farm logo, the name of the certified farm/group also needs to be written on the display, and the name of the certified farm/group must be indicated close enough to the logo that both can be seen at the same time. The size of the display must ensure visibility of the registration number.

b) When supplementary explanations about JGAP are provided, the wordings must be selected from the phrases defined by the Foundation. The phrases defined by the Foundation adequately explain a JGAP Certified Farm logo, and wordings other than these phrases cannot be used in principle. However, if there is a proposal from a certified farm/group, the Foundation will analyze it and decide whether to add it to the list of options of phrases.

c) When displaying the accreditation logo of an accreditation body and the certification logo of a certification body, the JGAP Certified Farm logo, accreditation logo and certification logo must all be displayed together as a set of three. Use of the accreditation logo and the certification logo must follow the instructions of the certification body.

(5) Cost for using a JGAP Certified Farm logo

There is no cost associated with the use of a JGAP Certified Farm logo apart from the issuance fee described in the business fee table, regardless of the frequency of use.

10.2.2 JGAP Products Used logo

(1) JGAP Products Used logo

A logo that indicates that labeled products are made of certified products. The manufacturer of the products (hereafter referred to as “JGAP Products Used logo user”) can use the logo upon obtaining approval from the Foundation. A JGAP Products Used logo contains the registration number of the JGAP Products Used logo user, which is issued by the Foundation.

JGAP Products Used logo users have legal responsibilities related to the display on the products. When the manufacturing of a store brand product is outsourced, approval for use of the logo needs to be obtained not by the manufacturer but by the store brand owner of the product. To protect the credibility of the JGAP logos, a JGAP Products Used logo user needs to be a credible entity.

The JGAP Products Used logo for livestock products is as follows.

(2) Permitted logo displays

The JGAP Products Used logo is permitted to be displayed on the following locations:

a) Packaging materials of products that are made of certified products and products that have a JGAP Products Used logo

b) Advertising materials and websites for products that are made of certified products or products that have a JGAP Products Used logo

(3) Display conditions and display methods of a JGAP Products Used logo
a) Ingredients that are certified products need to be specified.

b) Only JGAP Products Used logo users or their subcontracted manufacturers that have obtained an approval from the Foundation can display a JGAP Products Used logo on their products.

c) When displaying a JGAP Products Used logo, the name of a JGAP Products Used logo user, who has been approved by the Foundation, needs to be displayed on the product or advertising material at the same time. The size of the display must ensure visibility of the registration number.

d) When supplementary explanations about JGAP are provided on the products or on advertising materials, the wordings must be selected from the phrases defined by the Foundation. The phrases defined by the Foundation adequately explain a JGAP Products Used logo, and wordings other than these phrases cannot be used in principle. However, if there is a proposal from a JGAP Products Used logo user, the Foundation will analyze it and decide whether to add it to the options of phrases.

e) It is optional to include the name of the certified farm/group that has produced the ingredients. When the name is displayed, the registration number should be displayed as well.

(4) Conditions for JGAP Products Used logo users

JGAP Products Used logo users that meet all of the following conditions from a) to d) can obtain approval from the Foundation to use the logo.

a) A JGAP Products Used logo user must sign a contract with the Foundation regarding the use of a JGAP Products Used logo.

b) A JGAP Products Used logo user must verify which ingredients of the product displaying a JGAP Products Used logo are certified products, and that those ingredients do not contain any non-certified products.

c) The user keeps the documents regarding purchase, manufacturing and shipment that demonstrate that the processes meet the conditions in (3) above. The documents must be submitted to the Foundation at the time of an audit. The Foundation must keep the confidentiality of the documents regarding the manufacturing process and sales of the JGAP Products Used logo user.

d) The user submits a report regarding the use of a JGAP Products Used logo to the Foundation once a year.

(5) Cost of using a JGAP Products Used logo

A user must pay the issuance fee and usage fee described in the business fee table to use a JGAP Products Used logo.

10.3 Rights and duties of JGAP logo users

Certified farms/groups and JGAP Products Used logo users who wish to use the JGAP logos can obtain the right to use the JGAP logos by following the procedure described in this document and the “Detailed rules on the JGAP logo use” and obtaining approval from the Foundation to use the logos. Once an approval is obtained, the certified farms/groups or JGAP Products Used logo users can use the logos according to the regulations in this document. The users need to follow the Trademark law, the Unfair Competition Prevention law and the Act against Unjustifiable Premiums and Misleading Representations, as well as other relevant laws, while always respecting the regulations in this document. The users need to pay utmost attention to ensure that the JGAP logos are not misused or copied by others. When a misuse of the JGAP logo is discovered, the Foundation may take legal actions, such as a demand for injunction, claim for damages and criminal complaint. Entities described in any of the following from (1) to (5) are not allowed to use the JGAP logos.

(1) Non-certified farms/groups, farms/groups whose certificate has expired and JGAP Products Used logo users who have not obtained approval from the Foundation.

(2) Certified farms/groups and JGAP Products Used logo users that have misused the JGAP logos, and whose act has been detected in an audit by the Foundation.

(3) JGAP Products Used logo users whose certificate has been suspended or revoked according to 9.3 of this document.

(4) Users whose approval for use of the JGAP logos has been withdrawn in the past 5 years.
(5) Those who have a record of violation of laws, and who the Foundation has determined to be unsatisfactory to become JGAP logo users.

10.4 Details on the use of the JGAP logos
The JGAP logos need to be used in the form that is provided by the Foundation. Any modification of shape or text is not allowed. However, the user can decide the size of the logo. The user needs to follow the other detailed instructions that are in the “Detailed rules on the JGAP logo use.”

10.5 Flow of the approval process
(1) Certified farms/groups and JGAP Products Used logo users who wish to use the JGAP logos need to submit the “Application form for approval of the JGAP logo use” that is in the “Detailed rules on the JGAP logo use,” and the other required documents to the Foundation. A JGAP Products Used logo user needs to sign a contract regarding the use of a JGAP Products Used logo.
(2) The Foundation sends the approval, together with the digital data of the JGAP logo, to the certified farms/groups or to the JGAP Products Used logo users.
(3) The certified farms/groups or the JGAP Products Used logo users must pay the fees by the due date that is on the invoice.

10.6 Reporting duties of product designs using the JGAP logos
(1) Certified farms/groups or JGAP Products Used logo users who have developed a product design that contains the JGAP logo need to report the design to the Foundation once a year. The reporting details can be found in the “Detailed rules on the JGAP logo use.”
(2) When the reported product design is not appropriate, the Foundation will request the logo user to make corrections.
(3) When a user does not report the product design or fails to respond to the request for corrections, approval for the use of the JGAP logo may be revoked.

10.7 Display regarding JGAP certification without the JGAP logos
(1) Certified farms/groups
a) A certified farm/group must not use any display regarding JGAP certification without the JGAP logo on the packaging materials of certified products. However, this rule does not necessarily apply to product identification in business-to-business transactions.
b) Certified farms/groups can use a display regarding JGAP certification without JGAP logos on the packaging materials of the products that are made from certified products of the farms/groups, on their business cards, signboards, websites, brochures and advertising materials. In that case, they need to clearly communicate their scope of certification (refer Note).
When an inadequate display is found, the Foundation may take measures against the JGAP certified farm according to 10.3 of this document.
*Note: When a certified farm manufactures a product using its certified products, the product display needs to communicate which of the product’s ingredients are certified products.
(2) Users of JGAP certified products that are not from certified farms/groups
Users of JGAP certified products that are not certified farms/groups can use the word “JGAP” without the JGAP Products Used logo in their display only if the display does not violate the Trademark law, the Unfair Competition Prevention law and the Act against Unjustifiable Premiums and Misleading Representations, and other relevant laws. When misuse of the word “JGAP” is discovered, the Foundation may take legal actions, such as a demand for injunction, claim for damages and criminal complaint. The details of the display must follow the “Detailed rules on the JGAP logo use.”

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11. JGAP auditors

11.1 Categories of JGAP auditors
The categories of JGAP auditors who can conduct JGAP audits are listed below (refer Note).

*Note: It is also possible to limit JGAP auditors to audits that adopt the “document on the differences between JGAP and Farm HACCP certification standard,” which is based on the regulations of JGAP certification using the document on the differences between JGAP and other schemes (Ref. 15 of this document), as the audit standard. In this case, it is managed by identifying effects limited to differential audits with Farm HACCP.

(1) JGAP senior auditors
JGAP senior auditors can conduct individual farm audits, and audits of both group administration and member farms for a group audit.

(2) JGAP auditors
JGAP auditors can conduct individual farm audits and member farm audits for a group audit. A JGAP auditor can conduct an audit of group administration under the supervision of a JGAP senior auditor or a person whom the Foundation has recognized to be the equivalent of a JGAP senior auditor.

(3) JGAP auditor candidates
JGAP auditor candidates can conduct individual farm audits and member farm audits for a group audit under the supervision of a JGAP senior auditor or a JGAP auditor.

11.2 Registration requirements for a JGAP auditor candidate
A certification body needs to verify that a person meets all the following criteria from (1) to (3) in order to register the person with the Foundation as a JGAP auditor candidate for the area of livestock and livestock products upon his/her application (refer Note).

*Note: JGAP auditors registered for the area of agricultural produce are considered JGAP auditor candidates limited to differential audits with Farm HACCP. In this case, they can conduct differential audits in the presence of Farm HACCP supervising auditors.

(1) A veterinarian, or an individual possessing adequate ability and determined by a certification body as having academic qualifications and practical experience (such as supervising administrative bodies, business organizations, Japan Agricultural Cooperatives and corporations related to livestock)

(2) Having successfully passed a JGAP trainer basic course (livestock and livestock products) that is recognized by the Foundation

(3) Having successfully passed a JGAP auditor course (livestock and livestock products) that is recognized by the Foundation

11.3 Registration requirements for a JGAP auditor
A certification body needs to verify that a person meets all the following criteria from (1) to (3), in addition to the criteria for a JGAP auditor candidate, in order to register the person with the Foundation.

(1) Having successfully passed a JGAP internal auditor course that is recognized by the Foundation (after being equipped with the mechanism of a group certification)

(2) Having participated in a training course on general hygiene management and HACCP, which is based on General Principles of Food Hygiene by the CODEX Alimentarius. The course should have a minimum duration of two days (including having participated in and passed a three-day “Farm HACCP auditor training course”)

(3) Audit records of at least three farms (either individual farm audits or member farm audits of a group audit) where the person’s audit ability has been verified by a JGAP auditor or a JGAP senior auditor

11.4 Registration requirements for a JGAP senior auditor
A certification body needs to verify that a person meets the following criteria (1) and (2), in addition to the criteria for
a JGAP auditor in 11.3 above, in order to register the person with the Foundation.

(1) Having successfully passed either of the following courses
   a) Management system auditor course that is recognized by IRCA/JRCA/RABQSA
   b) Management system auditor course that is recognized by the Foundation

(2) Possessing the experience of JGAP audits

Possessing the experience of auditing at least 15 farms and audit records of at least two group administration audits whereby the person’s audit ability has been verified by a JGAP senior auditor or by a person whom the Foundation has recognized to be the equivalent of a JGAP senior auditor.

11.5 Registration renewal of a JGAP senior auditor and a JGAP auditor

The validity of the status as a JGAP senior auditor or a JGAP auditor is one year. In order to maintain registration as a JGAP senior auditor or a JGAP auditor, the person needs to submit an application for renewal with the information regarding all the following criteria from (1) to (3) once a year to the Foundation.

(1) Participation in at least one JGAP auditor course organized by a certification body.

(2) At least three farm audits per year, and an additional two audits of group administration per year for a JGAP senior auditor.

(3) Participation in a training course designated by the Foundation.

When an auditor does not meet the above criteria, the person needs to follow instructions from the Foundation.

11.6 Registration renewal of a JGAP auditor candidate

In order to maintain registration as a JGAP auditor candidate, candidates need to submit an application for renewal with the information regarding participation in a training course designated by the Foundation.

When an auditor candidate does not meet this criterion, the person needs to follow instructions from the Foundation.

11.7 Registration fee for JGAP senior auditors, JGAP auditors and JGAP auditor candidates

(1) JGAP senior auditors, JGAP auditors and JGAP auditor candidates must pay an annual registration fee to the Foundation upon registering for the first time or renewing their registration.

(2) The Foundation provides information regarding JGAP to the registered JGAP senior auditors, JGAP auditors and JGAP auditor candidates.

11.8 Independence, fairness and confidentiality of JGAP auditors

(1) JGAP auditors must not conduct any activity that infringes upon the independence and fairness of their work as auditors. In particular, auditors must not conduct consulting (refer Note) or commercial activities, such as sales of products, to the audited farm/group, within three years before and after the audit date.

*Note: Consulting refers to giving specific advice, instructions or solutions to a farm/group on implementing JGAP. Providing training on general information that is freely available to anyone is not considered consulting.

(2) JGAP senior auditors, JGAP auditors and JGAP auditor candidates must respect the procedures defined by the certification bodies to protect the confidentiality of information and records regarding audits.

11.9 Revocation of registrations

Registration of a JGAP senior auditor, JGAP auditor and JGAP auditor candidate can be revoked in any of the following cases. The decision of revocation is made by the Foundation.

(1) When the Foundation considers that the audit result cannot be credible due to an inappropriate relationship between an auditor and the farm/group audited, or when an inappropriate relationship has been discovered

(2) When an auditor damages the credibility of JGAP or the Foundation

(3) When an auditor has not paid the registration fee defined in 11.7 of this document
11.10 Other regulations
Other regulations regarding JGAP auditors are defined in the “JGAP Auditor Regulations.”

12. JGAP internal auditors and JGAP trainers
12.1 JGAP internal auditors (only for group certifications)
12.1.1 Categories of JGAP internal auditors
(1) JGAP internal auditors
JGAP internal auditors can conduct both internal audits of group administration and internal audits of member farms.

(2) JGAP internal auditor assistants
JGAP internal auditor assistants can conduct internal audits of member farms under the supervision of a JGAP internal auditor. The JGAP internal auditor supervising the assistants is ultimately responsible for the internal audits conducted by the assistants. The JGAP internal auditor needs to be able to demonstrate that the assistants have been sufficiently trained by the internal auditor, and that their internal audit reports have been validated by the internal auditor.

12.1.2 Requirements for a JGAP internal auditor
(1) A JGAP internal auditor must meet all the following criteria from a) to g). A JGAP internal auditor needs to demonstrate the following qualifications with written documents.
   a) Possessing latest knowledge of GAP, including food safety and hygiene
   b) Possessing knowledge of risk assessment based on hazard analysis
   c) Possessing basic knowledge of animal health and veterinary medicinal products
   d) Possessing basic knowledge of feed, agrochemicals, fertilizers, workers safety, animal welfare and environmental conservation
   e) Possessing basic knowledge of human rights, welfare and labor management
   f) Possessing knowledge of management systems (group governance)
   g) Possessing knowledge of internal audits and possessing ability to conduct internal audits

*Note 1): Regarding a) to e), an internal auditor also needs to have knowledge of the version of the “JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)” that the group has implemented.
*Note 2): Regarding f) and g), an internal auditor also needs to have knowledge of the version of the “JGAP Control Points and Compliance Criteria for Group Administration (Livestock and Livestock Products)” that the group has implemented.

The following are recommended methods of demonstrating compliance with each of the above criteria a) to f).
   a), b), d), e): Successfully passing a JGAP trainer basic course (livestock and livestock products) that is recognized by the Foundation, and maintaining the qualifications of a JGAP (livestock and livestock products) trainer.
   c): Veterinarian.
   f), g): Successfully passing a JGAP internal auditor course (livestock and livestock products) that is recognized by the Foundation.

*Note 1): The above courses are the only ones that are recognized by JGAP to verify the qualifications of internal auditors. For any other course, an auditor needs to verify the details of the course, such as curriculum, duration, qualification of instructors and textbooks, during an audit of a group administration to verify whether it meets the requirements of a), b), d), e), f) and g).
*Note 2): If requirement c) is not met, an internal auditor needs to be accompanied by a veterinarian during an internal audit, and record instructions received from the veterinarian regarding animal health and veterinary medicinal products.
(2) A JGAP internal auditor should meet at least one of the following criteria.
  ・ Veterinarian
  ・ Personnel of a Livestock Hygiene Service Center
  ・ Personnel of a livestock-affiliated body
  ・ Agricultural extension officer
  ・ Agricultural engineer
  ・ Having obtained Grade 2 or above in the Japan Agricultural Technology Test by the National Chamber of Agriculture
  ・ Associate agricultural engineer with practical experience in agriculture
  ・ Graduate from an agricultural university or college with practical experience in livestock training
  ・ Possessing at least three years of practical experience in agriculture
  ・ Possessing at least three years of experience in agricultural extension
  ・ Possessing the experience of successfully leading at least three farms to JGAP certification
  ・ Possessing the experience of successfully leading a group to JGAP certification
  ・ Possessing experience as a group administrator of a JGAP certified group

12.1.3 Requirements for a JGAP internal auditor assistant
A JGAP internal auditor assistant should meet the same requirements as a JGAP internal auditor, but any missing qualification can be supplemented by a JGAP internal auditor.

12.2 JGAP trainers
12.2.1 Categories of JGAP trainers
(1) JGAP trainers
   JGAP trainers have sufficient knowledge to provide training, advice and support to farms so that they can achieve good and efficient farm management to obtain and maintain JGAP certification.
(2) JGAP senior trainers
   JGAP senior trainers have sufficient knowledge to provide training, advice and support to farms/groups so that they can achieve good and efficient farm management and group governance to obtain and to maintain JGAP certification.
   JGAP trainers and JGAP senior trainers need to have knowledge of the versions of the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” that the farm/group wishes to implement.

12.2.2 Registration requirements for a JGAP trainer
An individual who meets the following requirements can register as a trainer for the area of livestock and livestock products with the Foundation.
(1) JGAP trainer
   Having successfully passed a JGAP trainer basic course (livestock and livestock products) that is recognized by the Foundation, and maintaining the qualifications as a JGAP (livestock and livestock products) trainer
(2) JGAP senior trainer
   In addition to the requirements for a JGAP trainer, a JGAP senior trainer needs to meet the following criteria ① and ②.
      ① Having successfully passed a JGAP internal auditor course (livestock and livestock products) that is recognized by the Foundation
      ② Possessing the experience of successfully leading at least 10 farms to JGAP certification
12.2.3 Registration renewal of a JGAP trainer
The validity of status as a JGAP trainer or a JGAP senior trainer is two years. In order to renew the registration status, the auditor needs to take the training course designated by the Foundation to obtain the latest knowledge on JGAP before the expiration of the status.

12.2.4 Other regulations
Other regulations regarding JGAP trainers are defined in the “JGAP Trainer Regulations.”

13. Accreditation bodies and certification bodies

13.1 Requirements for an accreditation body and accreditation activities
(1) The Foundation designates entities that are IAF members and signatories to the MLA as accreditation bodies of JGAP (refer Note), and signs a contract regarding accreditation. The Secretary-General is responsible for communication with the accreditation bodies.
(2) Accreditation activities on JGAP are conducted based on ISO17011 and the contract signed with the Foundation.
(3) Accreditation bodies need to set up a procedure for accreditation activities and let the certification bodies know what that procedure is. After a certification body has been accredited, the accreditation body issues an accreditation certificate.
(4) Accreditation bodies need to inform the Foundation about the latest information on accreditation.
*Note: Including bodies designated by the Foundation if the accreditation scope is “livestock and livestock products.”

13.2 Accreditation requirements for a certification body
(1) When a certification body wishes to conduct certification activities of JGAP, it needs to first approach the Foundation. The Foundation explains the scheme and conducts an initial review of the certification body to evaluate its basic suitability as a JGAP certification body.
(2) A certification body needs to sign a contract with the accreditation body and the Foundation regarding audit and certification activities.
(3) Accreditation bodies need to indiscriminately receive applications for accreditation, and accredit certification bodies based on all of the following criteria from a) to f). They should respect the detailed procedures of accreditation defined by each accreditation body.
   a) The certification body has a system for JGAP audit and certification that is in line with ISO/IEC 17065 and the JGAP General Regulations.
   b) The above system of the certification body is accredited by an accreditation body that has signed a contract with the Foundation, as in 13.1 of this document.
   c) The certification body is fair and independent.
   d) Its audit and certification fee is appropriate, and it maintains financial soundness.
   e) There is a technical manager who has the competence of an auditor. The technical manager is responsible for training the certification body personnel on new versions of JGAP, technical communication with the Foundation, and arrangement of auditors.
(4) A certification body shall try to obtain accreditation within one year from the date of application to the accreditation body. If accreditation is not granted within one year, cancellation of the contract between the Foundation and the certification body will be considered. However, if the cause of the delay is with the accreditation body, such as suspension of the accreditation program, the Foundation verifies the situation.
13.3 Rights and duties of certification bodies, as well as revocation of accreditation

13.3.1 Rights of certification bodies
Certification bodies can conduct JGAP audits of farms/groups that wish to be JGAP certified, and provide them with JGAP certificates. Certification bodies can conduct other audits and certifications that include extra requirements in addition to JGAP certification. In that case, the other certification will be conducted upon issuing a JGAP certificate, in order to make it clear that the other certification is based on the JGAP certification. Certification bodies need to ensure that the other certification has not affected the validity period or audit timing of the JGAP certificate.

13.3.2 Duties of certification bodies
(1) Certification bodies need to report registration information of certified farms/groups to the Foundation. When there is a change in the registration information, certification bodies need to report it to the Foundation.

(2) Certification bodies need to pay the certification body registration fee to the Foundation.

(3) Certification bodies need to keep records of all the claims, complaints and disputes of the farms/groups and other stakeholders regarding accredited audit activities, and submit the records to the Foundation upon request.

(4) Certification bodies need to participate in workshops and meetings as requested by their accreditation body and the Foundation.

(5) Certification bodies must announce the scope of accreditation, so that their services are clearly distinguished from services outside the scope of accreditation. When there are unclear points about the services related to JGAP provided by a certification body, the Foundation cooperates with the certification body and resolves the issue.

(6) Certification bodies must hold training for JGAP auditors at least once a year. In addition, they must have a mechanism for managing the competence of personnel involved in certification activities, including JGAP auditors, and must work towards improving the competence and calibration of the personnel.

13.3.3 Revocation or withdrawal of accreditation
When a certification body does not meet the accreditation requirements, or when it neglects the duties stipulated in this document, or when its accreditation body decides that it should no longer be accredited, the accreditation status can be revoked. Prior to the revocation, the accreditation body should send a written warning to the certification body. Depending on the situation, the accreditation body can immediately revoke the accreditation status.

14. JGAP training courses and approval of JGAP training institutes

14.1 Training courses of JGAP
The Foundation develops the following training courses regarding JGAP, and owns the copyright of the training materials for the courses.

(1) JGAP trainer training basic course
(2) JGAP internal auditor training course
(3) JGAP trainer in-field training course
(4) JGAP auditor training course
(5) JGAP special training course

14.2 Approval of JGAP training institutes
The Foundation approves training institutes that are allowed to conduct the training courses listed in 14.1 (hereafter referred to as JGAP training institutes). The approval is conducted for each of the training courses of (1) - (5) listed in 14.1 of this document, and the approval scope is clarified.
14.3 Rights and duties of JGAP training institutes and revocation of approval

14.3.1 Rights of JGAP training institutes

JGAP training institutes can issue certificates for course completion or passing final evaluations to the participants that are training to become JGAP auditors as defined in 11 of this document, or JGAP internal auditors or trainers as defined in 12 of this document.

14.3.2 Duties of JGAP training institutes

(1) JGAP training institutes need to be evaluated for approval by the Foundation. When the Foundation perceives any incidence that can negatively affect the approval status, it can conduct an extraordinary assessment of the JGAP training institute.

(2) JGAP training institutes need to pay the approval fee, which is defined in a separate document, to the Foundation.

(3) JGAP training institutes need to keep records of all the claims, complaints and disputes of the training course participants and other stakeholders regarding approved training activities, and submit the records to the Foundation upon request.

(4) JGAP training institutes need to participate in the workshops and meetings as requested by the Foundation.

14.3.3 Revocation of approval

When a JGAP training institute neglects the above duties, or when the Foundation decides that it should no longer be approved, its approved status as a JGAP training institute can be revoked. In this case, prior to revocation, the Foundation should send a written warning to the JGAP training institute. Depending on the situation, the Foundation can immediately revoke the approved status.

15. JGAP certification using the document on the differences between JGAP and other schemes

15.1 General principles

When a farm/group is already certified under other schemes, or when a farm/group wishes to conduct an audit and certification of other schemes simultaneously with a JGAP audit and certification, it can use the “document on the differences between JGAP and other schemes (for farms and group administration)” in order to avoid duplication of audits on the control points that JGAP and other schemes overlap, and to achieve a more efficient audit and certification.

15.2 Conditions

(1) The certification body of the other scheme does not need to be the same as that of JGAP, but it needs to be a certification body that has been accredited (or is under the accreditation process) by an accreditation body (refer Note) that is an IAF member and a signatory to the MLA.

*Note: Including bodies designated by the Foundation if the accreditation scope is “livestock and livestock products.”

(2) The control points where the other scheme and JGAP overlap can be audited using the standard document of the other scheme. The control points that exist only in JGAP should be additionally audited using the “document on the differences between JGAP and other schemes (for farms and group administration),” which has been approved by the Foundation.

(3) The JGAP certificate that is issued needs to include the name of the other scheme that has been audited, and the name and version number of the “document on the differences between JGAP and other schemes (for farms and group administration)” (Ref. 7.4 (3) b ②).

(4) Regarding the validity period, if the validity period of the other scheme expires, the JGAP certification also loses its validity. Therefore, if the certificate of the other scheme is valid within two years from the certification date,
the validity period of the other scheme becomes the validity period of the JGAP certification (Ref. 7.4 (3) c ②). When the validity period of the other scheme is renewed, the validity period of the JGAP certification becomes two years from the JGAP certification date. In that case, the farm/group submits a copy of the renewed certificate of the other scheme to the certification body, and can request reissuance of the JGAP certificate with the modified validity period.

(5) In all other aspects, the certification body needs to respect the JGAP General Regulations.

16. Benchmarking between JGAP and other GAP schemes

16.1 Process flow to obtain recognition as a “standard document with recognized equivalence with JGAP”

(1) The scheme owner of the other GAP scheme that wishes to obtain recognition of equivalence with JGAP needs to submit an application to the Foundation, according to the “Detailed rules on the benchmarking between JGAP and other GAP schemes.”

(2) The Technical Committee of the Foundation assesses the cross-reference checklist of JGAP and the other GAP scheme.

(3) The Technical Committee of the Foundation calls for public comments on the cross-reference checklist of JGAP and the other GAP scheme, and makes an assessment of these.

(4) Under the management of the Technical Committee of the Foundation, a JGAP auditor designated by the Foundation conducts a trial witness assessment of the other GAP scheme.

(5) The Technical Committee of the Foundation decides on the equivalence between JGAP and the other GAP scheme.

(6) The Technical Committee Chairman of the Foundation recommends the recognition of equivalence to the Board of the Foundation.

(7) The Board of the Foundation approves the equivalence between JGAP and the other GAP scheme, and issues a certificate that demonstrates the recognition of equivalence to the scheme owner of the other GAP scheme.

16.2 JGAP audit and certification using the “standard document with recognized equivalence with JGAP”

When a farm/group that is managed using the other GAP scheme is audited using the other GAP scheme in a manner that respects the following regulations, it can be granted a JGAP certificate.

(1) Certification bodies

All audit and certification activities need to be conducted by a certification body that has been accredited by an accreditation body based on 13 of this document, and by a JGAP auditor that has been registered to the Foundation based on 11 of this document.

(2) Standard document to be used in audits

Audits and certifications are conducted based on the “standard document with recognized equivalence with JGAP” and the regulations regarding audits and certifications in this document.

In the case of a group audit and certification, if the other GAP scheme has not yet obtained recognition of equivalence with the “JGAP Control Points and Compliance Criteria for Group Administration,” the audit on the group governance needs to be conducted using the “JGAP Control Points and Compliance Criteria for Group Administration.”

(3) Other detailed procedures

Other detailed procedures should follow the “Detailed rules on the benchmarking between JGAP and other GAP schemes” of the Foundation.
17. Complaint management, scheme improvement and public review by stakeholders

17.1 Complaint management by certification bodies
Certification bodies need to follow established procedures for complaint management to deal with all complaints and appeals from farms/groups, and to inform the farms/groups about the responses.

17.2 Complaint management by accreditation bodies
Accreditation bodies need to follow established procedures for complaint management to respond to all complaints and appeals from certification bodies, and to inform the certification bodies about these responses.

17.3 Complaint management by the Foundation
The Foundation receives complaints on any of the following issues from all stakeholders, and is responsible for responding appropriately to the complaints.
(1) Complaints regarding accreditation bodies
(2) Complaints regarding certification bodies, as well as auditors
(3) Complaints regarding training institutes and training instructors
(4) Complaints regarding JGAP trainers
(5) Complaints regarding JGAP certified farms/groups
(6) Complaints regarding the Foundation or the JGAP Scheme

17.4 Integrity program
(1) The Foundation needs to monitor, evaluate and continually improve the whole scheme to verify whether JGAP is effectively and efficiently operated in light of the “JGAP Principles,” responds to the confidence of buyers, and serves as an effective tool for improvements in the management of farms/groups.
(2) If an accreditation body reports a malicious certification body that cannot be handled by the accreditation body, the Foundation directly verifies the situation with the certification body (including a visit). Depending on the situation, the Foundation discusses the temporary suspension or revocation of the accreditation status with the accreditation body.
(3) If a certification body reports a malicious farm/group that cannot be handled by the certification body, the Foundation directly verifies the situation with the farm/group (including a visit). Depending on the situation, the Foundation discusses the temporary suspension or revocation of the certification with the certification body.
*Note: For example, when a farm/group frequently changes its certification body and does not want to receive a surveillance.
(4) When the Foundation finds complaints regarding farms/groups, serious non-compliances related to food safety (including violation of laws), product recalls, prosecutions and measures taken in the reports from a certification body, and decides that the farm/group can threaten the credibility of JGAP, it instructs the farm/group on the necessary measures either directly or through the certification body.
(5) The Foundation investigates and consolidates opinions on the credibility of JGAP with accreditation bodies, certification bodies, auditors, trainers, farms/groups and buyers of agricultural and livestock products (including consumers). Collection of opinions and surveys can be conducted through various means, including confirmation of report contents for extraordinary audits (8.9) conducted by certification bodies, symposiums, conferences for auditors and trainers, questionnaires and unannounced visits. The results of the surveys can be used for the following activities after conducting a risk-based assessment.
   a) Review of the scheme, including revision of the JGAP standard document
   b) Instructions for the accreditation bodies, certification bodies, auditors, trainers and farms/groups
   c) Improvement of the JGAP training courses
(6) If any findings of (5) or changes in social situations generate concerns or trends that could negatively affect the credibility of JGAP, the Foundation verifies these concerns with the relevant stakeholders (including accreditation bodies, certification bodies, and certified farms/groups) and takes necessary measures to correct them.

17.5 Disclaimer
The Foundation, JGAP accreditation bodies and JGAP certification bodies are not legally held responsible for the agricultural and livestock products sold by the certified farms/groups.
## History of document revisions

<table>
<thead>
<tr>
<th>Date of approval (Issue date/ Revision date)</th>
<th>Date of effect (Start date for audit and certification)</th>
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<td>2017.4.1</td>
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<td>※ Establishment of the first version</td>
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• Revision of the application of contracted outsourcing.  
• Revision of the requirements for a JGAP internal auditor. |