

Corresponding to the "Guideline on the common base of the Good Agricultural Practices" of the Ministry of
Agriculture, Forestry and Fisheries

JGAP

Japan Good Agricultural Practice

**Control Points and Compliance Criteria
(for Farms)**

**Advance - Tea
2016**

Issue date: 1st September 2016

Principles of JGAP

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

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

JGAP is based on the Japanese agricultural context and legal regulations, and has been developed through collaborations between agricultural producers, wholesalers, food manufacturers and retailers. 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 would be recognized among the society through the system of inspection and certification. It should work as a standard that stand for the credibility of agricultural producers.

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

Table of content

1. Introduction	p.1	15. Soil management	p.38
2. How to use this document	p.2	16. Use of water and waste water management	p.40
3. Flow of a JGAP inspection and certification	p.4	17. General hygiene management of facilities	p.41
4. Summary of procedures up to certification	p.5	18. Management of machinery, equipment, vehicles, harvesting containers and tools, packaging materials, cleaning equipment and workshop tools	p.43
5. Handling of the previous versions	p.6	19. Energy management and preventing global warming	p.45
6. Copyright	p.6	20. Waste management and effective use of resources	p.46
7. Disclaimer	p.6	21. Protection of surrounding environment and harmonizing with local communities	p.46
8. Terms and definitions	p.6	22. Biodiversity conservation	p.47
【Control Points and Compliance Criteria】			
A. Basic farm management	p.14	C. Cultivation process management	p.48
1. Visualization of farm management	p.14	23. Management of propagation materials	p.48
2. Responsibilities of the top management	p.15	24. Agrochemical management	p.48
3. Planning and evaluation	p.17	25. Fertilizer management	p.55
4. Risk management at cultivation and harvesting processes	p.18		
5. Risk management at produce handling process	p.20		
6. Food defense	p.22		
7. Supplier management	p.23	D. Control points only for refined tea	p.58
8. Product management	p.25		
9. Handling of complaints, abnormalities and violations of rules	p.26		
10. Product identification and traceability	p.27		
B. Management of resources	p.30		
11. Responsible personnel and training	p.30		
12. Human rights, welfare and labor management	p.33		
13. Hygiene management of workers and visitors	p.36		
14. Worker safety management and responses in case of accidents	p.37		

1. Introduction

This document compiles Good Agricultural Practices in the following topics, and shows the way of good farm management and its implementation methods.

- Farm operation
- Food safety
- Environmental sustainability
- Worker's safety
- Human rights and welfare

This document list important control points throughout the production process of agricultural produce is divided into three areas; basic farm management, resource management and cultivation process management. For each area, important control points related to the above five topics are listed. These control points address the minimum standard for the common issues among producers, and are designed to respect the different methods and characteristics of each producer. By implementing the farm management that complies with the JGAP control points, producer can achieve good practices on all the above five topics.

Moreover, by implementing JGAP on a farm, the farm can achieve the level of farm management enough to be internationally recognized, and establish trust and close relationships with buyers and consumers.

JGAP is a management method of agricultural production processes, which a producer can voluntarily implement. It allows producers to establish an operation management system which they can continuously improve their farm management through self-assessments. It is a scientific approach to improve food safety, and producers can implement it as a scheme of quality control. JGAP also establishes a sustainable farm operation based on environmental conservation, including biodiversity conservation. It also contributes to improve productivity through appropriate and effective farm management.

Through the third-party inspection and certification system of JGAP allows certified producers to demonstrate to the society that they are credible producers or producer groups that are executing good farm management.

2. How to use this document

There are two ways to use this document. The first is to use it as a reference document for an agricultural producer or the top management of a producer group to improve the management of the farm or the producer group. This document will contribute to achieve a good and effective farm/group management.

The second way is to show the society the compliance to this document through third-party verification (JGAP inspection and certification) in order to prove that the farm/group is achieving a good management. JGAP certification is recognized as a sign of farm credibility in the agricultural supply chains.

This document consists of two parts, and only one part or both of the two parts may apply to a farm. Please see the following table to see which part applies.

Product	<i>A - C: Basic control points</i>	<i>D: Control points only for refined tea</i>
Fresh leaves/ Unrefined tea	○	
Refined tea	○	○

<Elements of the content pages>

1) Number

Each control point has its number. In the JGAP standard documents for "Fruits and vegetables", "Grains" and "Tea", the control points with the same content are designated with the same numbers. JGAP Basic and JGAP Advance also share the same numbers for the same control points. Therefore, when a control point is exclusive for JGAP Advance, its number is skipped in JGAP Basic.

2) Level

Control points are categorized into "Major Must", "Minor Must" and "Recommendation" according to their level of importance. (Ref. "8. Terms and Definitions" for the definition of each level.) The required compliance percentages for each level are stipulated in "4. Summary of procedures up to certification".

3) Control points

Control points are the check points that are necessary to manage agricultural production processes.

4) Compliance criteria

It is an appropriate state of farm management for each control point, and it is an objective criterion for evaluation. Please note that when compliance criteria is listed as "①②③", it means you must cover all three points, unless instructed otherwise.

5) Implementation examples and references

They are examples of implementation and reference information, and are not the criteria to meet compliance.

6) Result column

It is a column that can be used to check the applicability or compliance during a self assessment or an inspection. A control point can be checked and defined to be "Compliant", "Non-compliant" or "Not applicable". For example, "Compliant" can be checked as "O", "Non-compliant" can be checked as "X", and "Not applicable" can be written as "-" in the column.

<Publication of good examples of implementation on the Japan GAP Foundation's website >

Good implementation examples are being updated on the Japan GAP Foundation's website for your reference. Japan GAP Foundation's website can be looked up with "jgap.jp" or "JGAP".

3. Flow of a JGAP inspection and certification

The JGAP standards consists of the following documents.

- ① JGAP General Regulations
- ② JGAP Control Points and Compliance Criteria for Farms
- ③ JGAP Control Points and Compliance Criteria for Group Administration

Please see the following "Summary of procedures up to certification" for the steps of implementation. Please see the JGAP General Regulations for the detailed rules.

4. Summary of procedures up to certification (Please see the "JGAP General Regulations for the detailed rules.)

1. Steps for an individual farm inspection and certification

- ① Read and understand the "JGAP Control Points and Compliance Criteria for Farms".
- ② Establish procedures based on the "JGAP Control Points and Compliance Criteria for Farms", and implement them.
- ③ Conduct a self-assessment and correct non-comfirmitees.
- ④ Apply for an inspection to a JGAP inspection and certification body, and receive an inspection. All the control points need to be inspected, and each will be evaluated as "Compliant", "Non-compliant" or "Not applicable".
- ⑤ Take corrective actions for the non-compliances identified, and send the report on the corrective actions to the inspection and certification body.
- ⑥ After a certification decision meeting by the inspection and certification body, the farms that meet the following compliance level will be granted with JGAP certification.

100% compliance with the applicable Major Must
More than 95% compliance with the applicable Minor Must
of the "JGAP Control Points and Compliance Criteria for Farms"

2. Steps for a group inspection and certification

- Read and understand the "JGAP Control Points and Compliance Criteria for Farms" and the "JGAP Control Points and Compliance Criteria for Group Administration".
- Develop a "Group/farm management manual" based on the "JGAP Control Points and Compliance Criteria for Farms" and the "JGAP Control Points and Compliance Criteria for Group Administration", and implement it.
- Conduct an internal audit and take corrective actions. An internal audit needs to be conducted to the group administration, all the produce handling facilities of the group, and to all the group's member farms.
- Apply for an inspection to a JGAP inspection and certification body, and receive an inspection. All the control points need to be inspected, and each will be evaluated as "Compliant", "Non-compliant" or "Not applicable". Farm inspections are conducted to sample farms. (The number of samples needs to be more than a square root of the total number of members.)
- Take corrective actions for the non-compliances identified, and send the report on the corrective actions to the inspection and certification body.
- After a certification decision meeting by the inspection and certification body, the groups that meet the following compliance level will be granted with JGAP certification.

100% compliance with the applicable Major Musts
More than 95% compliance with the applicable Minor Musts
of the "JGAP Control Points and Compliance Criteria for Farms"

100% compliance with the applicable control points of the "JGAP Control Points and Compliance Criteria for Group Administration"

5. Handling of the previous versions

Even after the issue of the "JGAP Control Points and Compliance Criteria for Farms - Advance - Tea 2016", first inspections and renewal inspections of the "JGAP Control Points and Compliance Criteria for Farms - Tea 2012" can be continued until the end of August of 2017.

6. Copyright

This document has been developed by the JGAP Foundation, and its copyright belongs to the JGAP Foundation. When any entity intends to produce a secondary document that derives from this document, the entity needs to acquire an authorization from the JGAP Foundation in advance.

7. Disclaimer

The JGAP Foundation and JGAP inspection and certification bodies do not hold legal responsibility for the agricultural produce sold by the certified farms and groups.

8. Terms and definitions (Please also see the "JGAP General Regulations".)

Note: When laws are quoted, unless otherwise specified, Japanese laws have been quoted.

English abbreviations

1) **CCP (Critical Control Point)**

: Most important control points in the production process, CCPs are indispensable at each stage of agricultural production in order to prevent food poisoning. CCPs need to be a controllable process that allows to reduce or to eliminate food safety hazards to the minimum.

2) **GAP (Good Agricultural Practice)**

: Good Agricultural Practice refers to the standard that a producer should comply with during agricultural production and its implementation. It has various translations in Japanese.

3) **HACCP (Hazard Analysis and Critical Control Point)**

: A system to identify food safety hazards, evaluate them and control them (based on the general principles of the Codex Alimentarius).

- 4) **ILO convention**
: Convention that has been established by the International Labor Organization(ILO). ILO is one of the specialized agency of the United Nations to improve the working conditions. It sets international norms regarding employment, salary, working hours and health and safety of workers, and encourage its member countries to ratify the norms.
- 5) **ISO (International Organization for Standardization)**
: An organization that sets international standards. The standards that are established by the ISO are used to demonstrate international credibility of the product quality, management of factories, certification bodies and laboratories.
- 6) **ISO17025:**
Standard set by the ISO that stipulates requirements regarding the competence of laboratories and calibration schemes. The laboratories which are certified under this standard are considered to be internationally credible.
- 7) **JGAP (Japan Good Agricultural Practice)**
: JGAP is one of the GAP schemes developed by the Japan GAP Foundation, and contains good practices on farm management, food safety, environmental conservation, workers' safety, human rights protection and welfare in the context of agricultural production.
- 8) **JGAP trainers**
: Those who have taken the JGAP trainers basic course that is approved by the Japan GAP Foundation, passed the final exam, and have maintained the registration status as JGAP trainers.
- 9) **JGAP General Regulations**
: Document that stipulates the principles of JGAP, general overview of the scheme, rules and procedures for JGAP inspections and certifications, JGAP logo display and relationships with other GAP schemes.

Words starting with A, E, I, O, U (in Japanese)

- 10) **Unrefined tea:** Food product made of fresh leaves that is processed to refined tea. Ingredient for powdered green tea is also included under the definition of unrefined tea.
- 11) **Unrefined tea processing:** Series of processes that include loading of fresh leaves, their storage, manufacturing of unrefined tea, packaging of crude tea, their storage and shipping
- 12) **Foreign matter:** Objects that are not supposed to be contained in the agricultural produce.
- 13) **Hygiene:** In this document, hygiene refers to food hygiene. Food hygiene consists of knowledge and technologies to keep food at the safe state and to prevent any hygiene hazard from eating and drinking.

Words starting with K (in Japanese)

- 14) **Not applicable:** Control points that are not applicable to the farm. For example, 7.1.1 (agreement with subcontractors) would be not applicable for a farm that does not have any subcontractor.
- 15) **Control method:** Activities that allow to reduce or to eliminate hazards to the minimum acceptable level.
- 16) **Control points:** Points that should be respected from the five standpoints of farm operation, food safety, environmental conservation, workers' safety, welfare and human rights.
- 17) **Harm:** Damages that can be caused to human health, properties or to the environment (Ref. ISO/IEC Guide 51:2014)
- 18) **Hazards:** Substances or conditions that can cause food accidents, environmental contamination or work-related accidents. Refer to (54) for the definition of food safety hazards.
- 19) **Government:** It refers to the national government and local governments.
- 20) **Critical limit:** criterion which separates acceptability from unacceptability. Critical limits are established to determine whether a CCP remains in control. If a critical limit is exceeded or violated, the products affected are deemed to be potentially unsafe. (Ref. ISO22000:2005).
- 21) **Verification:** confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.(Ref. ISO22000:2005)
- 22) **Cross-contamination:** Microbiological contamination, agrochemical contamination or contamination by foreign matters caused by the activity of workers, machinery, equipment, water and air.
- 23) **Individual farm inspection and certification:** When a single farm (be it a corporate entity or a personal entity) goes through a JGAP inspection and gets certified.

Words starting with S (in Japanese)

- 24) **Cultivation process:** Production activities in the field except for harvesting, such as sowing, nursery, transplanting, fertilizer application, agrochemical application, skiffing, pruning.
- 25) **Workers:** All the people who are engaged in production activities on a farm
- 26) **Crop:** Plants that are under cultivation in the field. It does not refer to the produce that has been harvested.
- 27) **Maximum residue limit:** Based on the Food Sanitation Act, it refers to the maximum level of agricultural chemicals that could be allowed to remain on the food produce, which do not affect human health.

- 28) **Refined tea:** Tea that is suitable for final consumption, which includes ceremonial green tea, powdered tea and tea bags.
- 29) **Refined tea process:** Series of processes that includes manufacturing of refined tea, packaging, storage and shipping.
- 30) **Self assessment:** Assessing and verifying your own farm management, using the "JGAP Control Points and Compliance Criteria for Farms".
- 31) **Facility:** All buildings, infrastructure and equipment that are used for farm operation. It includes storage, produce handling facility, infrastructure for electricity, fuel, gas, water (including sewage), compressed air, etc., resting/eating/smoking places for workers, and toilets.
- 32) **Harvesting process:** Activities including harvesting, trimming/ packaging/ temporary storage of harvested produce on site, and loading/ transportation/ delivery of harvested produce from the sites to the produce handling facility.
- 33) **Harvest lot:** The minimum unit of harvesting that can be considered as the same produce. For example, a harvest lot can be defined with a plot number, a harvesting date or a lot number.
- 34) **Employee:** Personnel that are not the top management
- 35) **Minor must:** Control points whose compliances are strongly required
- 36) **Product:** Agricultural produce that is ready to be sent to a buyer from a farm or a group
- 37) **Product defect:** State of a product that does not allow normal sales, such as abnormal taste or smell, spoiling, deficient quantity, labeling mistakes etc.
- 38) **Product complaint:** To receive a complaint from a client due to a product defect
- 39) **Disinfection:** Using chemical or physical methods to reduce microorganisms of agricultural produce to ensure its safety (according to the Codex General Principles of Food Hygiene).
- 40) **Food:** Under JGAP, food refers to all edible and drinkable items
- 41) **Food safety:** Concept that food, when prepared and eaten in the intended manner, would not harm the health of consumers (Ref. ISO 22000: 2005)
- 42) **Food safety hazard:** Biological, chemical or physical substances in food or the state of food that could potentially affect human health (Ref. ISO 22000: 2005). For example, it includes biological hazards (e.g. pathogenic microorganisms), chemical hazards (e.g. heavy metals, chemical residue, molds), physical hazards (e.g. foreign matters such as metal pieces and glass pieces), radioactive substances and allergens. It refers to presence, growth or survival of these hazards in food.
- 43) **Food fraud:** Conducting any kind of fraud to food. For example, it can include disguising origin of food, expiry date and information on suitability for consumption, etc.

- 44) **Food defense:** Activity to prevent intentional contamination of food
- 45) **Plant residue:** Parts of the harvest that are discarded or branches/ stems/ leaves/ roots that have been removed during cultivation or after harvesting. It can also be called crop residue.
- 46) **Food manufacturing water (Potable water):** Water that can be used for food manufacturing, such as tea processing (defined in the manufacturing, processing and cooking standards for food category 1-B of the standards and criteria for food and food additives)
- 47) **Pre-harvest interval:** Interval before harvesting that is allowed for application of the particular agrochemical. According to the Agrochemical Regulation Act, Enforcement Regulations Article 7 Paragraph 2, display of pre-harvest interval is mandatory.
- 48) **New site:** Site that has started being used in the past one year or a site that is planned to be used in the future
- 49) **Production process:** Series of production activities including cultivation process, harvesting process and produce handling process
- 50) **Manufacturing:** It refers to both manufacturing and processing, according to the Food Sanitation Act. For tea, there are unrefined tea manufacturing and refined tea manufacturing.
- 51) **Integrated Pest Management (IPM):** Integration of appropriate methods to control the occurrences and growths of pests, diseases and weeds, evaluating all available crop protection techniques while considering the economic threshold. It aims to reduce risks on human health and damages to the environment, or keep them to the minimum. It aims to avoid disturbances of ecosystems by agriculture, and tries to take the maximum advantage of the natural mechanism of pest/disease/weed control by natural ecosystems. It contributes to the stable production of safe agricultural produce that can be trusted by consumers.
- 52) **Organizational chart:** A chart that clearly shows the top management and responsible persons for each activities, (Personal names must be specified.)

Words starting with T (in Japanese)

- 53) **Compost:** Fertilizers made from straws, rice hulls, barks, animal waste and other animal or plant organic matters (except for sludge and organs of fish) that has been piled, stirred and decomposed. To accelerate the decomposition process, urea, ammonium sulfate or other materials can be used. (Ref. Notification by the Ministry of Agriculture and Forestry, "Special Fertilizers" based on the Fertilizer Regulation Act).
- 54) **Group:** Organization that consists of multiple farms that are under the principles and missions of the group, and has a representative and a group administration.

- 55) **Group administration:** An administrative body that is set up within a group to govern the organization based on the JGAP requirements.
- 56) **Group inspection and certification:** Inspection and certification of both the state of group governance by the group administration and the state of management of the agricultural production processes by member farms.
- 57) **Tea:** Plants that belong to *Camellia sinensis* (L) O. Kuntze. The JGAP Standard Item List includes green tea, black tea and oolong tea. It doesn't include post-fermented tea (pu-erh tea, etc.) which uses fermentation effect of microorganisms such as yeast. Please refer to the JGAP Standard Item List for details.
- 58) **Tea factory:** Agricultural processing facilities that conduct unrefined tea processing and refined tea processing
- 59) **Compliance criteria:** Criteria for objective judgment regarding good farm management
- 60) **Procedure:** Order of conducting or setting up activities
- 61) **Registered laboratories:** Laboratories that are registered under the Ministry of Health, Labour and Welfare. There are certain standards for registration, and analysis results of the registered laboratories are generally considered to be officially recognized and credible.
- 62) **Soil Contamination Areas:** Areas designated by the Article 5 Paragraph 1 of the Soil Contamination Countermeasure Law, the Agriculture Land Soil Contamination Countermeasure Areas designated by the Article 3 Paragraph 1 of the Agricultural Land Soil Pollution Prevention Law, and the Dioxins Countermeasure Areas designated by the Article 29 Paragraph 1 of the Law on Special Countermeasures against Dioxins.
- 63) **Soil analysis:** Comprehensive analysis of the state of the soil of a site with the purpose of improving crop productivity and quality, improving the efficiency of agricultural activities and calculating the appropriate fertilizer quantity and soil conditioners.
- 64) **Drift:** Spread of applied agricultural chemicals over non-targeted objects
- 65) **Recommendations:** Control points that do not affect the inspection result, but are encouraged to implement in order to achieve an ideal farm management.
- 66) **Traceability:** The ability to trace from a shipped product to the producer and to the site from which the product was harvested. Subsequently, you can trace the records of the site to identify the planting materials, fertilizers and agrochemicals that had been used for production of the product.

Words starting with N (in Japanese)

- 67) **Fresh leaves:** Food originated from tea plants that becomes ingredients for unrefined tea. Fresh leaves in this document refer only to the ingredients for unrefined tea, and do not include the leaves that are sold to be consumed fresh.
- 68) **Certification:** The act conducted by an inspection/certification body which proves that a farm's management system or a group's administration complies with a certain standard
- 69) **Minors:** People below the age of 18 according to the Labor Standards Act
- 70) **Agricultural produce:** When crops are harvested from the farm, the harvested product is no longer called "crops" but is called "agricultural produce".
- 71) **Produce handling process:** It refers to the process including: loading of agricultural produce into the handling facility, storage, sorting, trimming, washing, simple cutting, drying, processing, packing and shipment from the facility (loading, transportation and delivery).
- 72) **Farm:** Management entity which conducts the production of the agricultural produce, has the legal ownership of the agricultural produce, and has an unitary management system. An unitary management system means that it is run under the same capital and the management structure.
- 73) **Violation of rules by a farm/group:** State whereby a farm/group violates the rules based on the "JGAP Control Points and Compliance Criteria for Farms" and the "JGAP Control Points and Compliance Criteria for Group Administration" and/or the rules set in the "JGAP General Regulations".

Words starting with H (in Japanese)

- 74) **Waste:** garbage, bulky waste, cinders, sludge, manure, waste oil, waste acid, waste alkali, animal carcasses, and other wastes in a solid or a liquid form (except for radioactive substances and things that have been contaminated by radioactivity) (Ref. Waste Management and Public Cleansing Law, Article 2, Paragraph 1)
- 75) **Major must:** Control points that are most important and critical for legal compliance and food safety
- 76) **Close call:** Cases which could have led to an accident that gives you a chill or a shock. It reminds you to prevent accidents in advance.
- 77) **Pathogenic microorganisms:** Bacteria, fungi (yeast, mold, etc.), Rickettsia and virus that cause infections to human bodies
- 78) **Standard fertilization:** Standard doses and application methods of fertilizers set by the government
- 79) **Fertilizer:** Substances that are applied to the soil for plant nutrition and to induce chemical changes in the soil that supports plant growth, and substances that are applied on the leaves of plants with the objective of contributing to the plant nutrition

- 80) **Fertilizers etc.:** In this document, the term "fertilizers etc." also include soil conditioner, soil revitalizer, plant strengthener, foliar fertilizer, compost, mulching materials (rice straw, weeded grass, wood barks, etc.) and other inputs (inputs that have fertilizing effect but are not registered, plant revitalizers, repellents etc.)
- 81) **Non-compliance:** State whereby a farm/group does not meet a JGAP Compliance Criterion
- 82) **Protective clothing:** clothing to protect a body from chemicals during agrochemical mixing and application
- 83) **Protective equipment:** Equipment apart from clothing, which are to protect a body from chemicals during agrochemical mixing and application. It includes hats, goggle, chemical-filtered mask, gloves and rubber boots.
- 84) **Laws and regulations:** All types of laws and regulations that are established by the government. In this document, they refer to constitutions, treaties, laws, decrees, cabinet orders, ordinances, directives, announcements and guidelines.
- 85) **Site:** Land that is used for crop cultivation, or infrastructure for crop cultivation such as a green house.
- 86) **Post-harvest agrochemicals:** Agrochemicals that are used after harvesting, during the transportation or storage of agricultural produce. In Japan, they are categorized as food additives. In this document, post-harvest agrochemicals are categorized as agrochemicals.

Words starting with M (in Japanese)

- 87) **Monitoring:** Conducting a planned sequence of observations or measurements to assess whether control measures are operating as intended (Ref. ISO22000: 2005)

Words starting with R (in Japanese)

- 88) **Risk:** Combination of the probability of a potential hazard and the degree of its harm (Ref. ISO/IEC Guide 51: 2014)
- 89) **Risk assessment:** To analyze the seriousness of the risks
- 90) **Worker:** According to the Labor Standards Law, Article 9, a person who is used in an industry or in an office, and is paid a wage, regardless of the type of profession.

No.	Level	Control Point	Compliance Criteria	Result	Comment
A. Basic farm management					
1. Visualization of farm management					
1.1	Major	Scope	<p>The latest information about the following applicable scope is documented.</p> <ul style="list-style-type: none"> ① Farm (farm name, address, contact numbers) ② Product (name of the produce and item that are under cultivation or are planned for cultivation) ③ Production process category ④ Site (name, address, area size, crop) ⑤ Storage (name, address, materials stored, such as agrochemicals, fertilizers, fuels, machinery etc.) ⑥ Produce handling facility (name/identification, address, items handled) ⑦ Subcontractors (name, process outsourced, address, contact numbers) 		
1.2	Major	Map of sites and facilities	There is a map that indicates the sites and facilities of the farm. It should also indicate the surrounding areas of the farm.		
1.3	Major	Documentation of the farm management system	The procedures to implement the farm management required by the JGAP are documented.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2. Responsibilities of top management					
2.1	Major	Responsibilities and authorities	<p>① There is an organizational chart that clarifies the following responsible person:</p> <ol style="list-style-type: none"> 1) Top management 2) Farm manager (a person who is in charge of site management) 3) Responsible personnel for product management (a person who can respond to the cases of abnormalities and complaints regarding the product and food safety issues) 4) Responsible personnel for produce handling facility (a person who is responsible for the operation of produce handling facilities) 5) Responsible personnel for fertilizer management (a person who is responsible for selection, planning, applications and storage of fertilizers) 6) Responsible personnel for agrochemical management (a person who is responsible for selection, planning, applications and storage of agrochemicals) 7) Responsible personnel for worker safety (a person who is responsible for preventing injuries and accidents during work) 8) Responsible personnel for labor management (a person who is responsible for the working environment within the farm, welfare, working conditions, such as working hours, rest periods, holidays and wages) <p>② The top management has provided enough authorities to the above responsible personnel, and made clear to each person which control points in thst document he/she is responsible for.</p> <p>③ The Top management had made all the staff understand who is responsible for each area.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2.2	Minor	Principles and objectives	① The top management has documented the farm's principles and objectives. The principles and objectives includes food safety, legal compliances and continuous improvement of the farm management. ② The top management has made all staff in the farm to understand the above principles and objectives.		
2.2.1	Recom.	Food safety goals	The top management has set measurable goals to achieve in food safety.		
2.3	Major	Implementation of self-assessments	① JGAP self-assessments are conducted at least once a year by a person who sufficiently understands JGAP, and the results are recorded. ② As a result of the self-assessments, the corrective actions are taken on non-compliances, and these actions are recorded.		
2.4	Minor	Revision by the top management	① The top management revises the effectiveness of the farm management system at least once a year, based on the result of the self-assessments (or the result of the internal audits in the case of a group), and communicate the necessary improvements to the corresponding responsible personnel, as necessary. ② The instructions on the improvements to the responsible personnel are recorded.		
2.4.1	Recom.	Progress of achievement of food safety goals	The top management conducts the revision of the farm management system (Control Point 2.4), based on the progress of achievement of food safety goals(Control Point 2.2.1).		
2.5	Minor	Protection of intellectual properties	① When there are new technologies, new varieties or new product brands developed by the farm, are protected and utilized as intellectual properties of the farm. ② The farm does not infringe upon intellectual properties of others, such as registered varieties.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
3. Planning and evaluation					
3.1	Major	Production planning	Farm manager develops an annual production plan that includes the following items, and documents it. ① Activities and their timelines ② Expected yield per crop item, estimated production volumes of unrefined tea/ refined tea ③ Productivity goals		
3.2	Major	Records of activities	Activities on the sites and in produce handling facilities are recorded.		
3.3	Major	Storage of records	① The farm keeps the records required by JGAP for at least past 2 years, and these records are available for reference. For the first inspection, the records of the past three months prior to the date of inspection are available, except for the records of activities that did not take place during that corresponding period. After the first inspection, the farm continuously keeps records. ② When a law or a customer requires any record to be kept for more than two years, the farm keeps the records according to the requirement.		
3.4	Recom.	Evaluation of the plan and achievements	① Implementation against the plan developed in the Control Point 3.1. is recorded. ② The plan and its implementation are evaluated, and the evaluation result is used to develop the next plan.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
4. Risk management at cultivation and harvesting processes					
4.1	Major	Prevention of cross-contamination at sites and storages	<p>① The farm conducts a risk assessment on cross-contamination regarding the following items in the sites and storages at least once a year, and implements necessary countermeasures.</p> <p>1) Planting materials, crops and agricultural produce 2) Packing materials 3) Machinery, infrastructure, transportation vehicles, containers and equipment for harvesting and produce handling</p> <p>② The results of the risk assessments and the countermeasures are recorded.</p>		
4.2	Major	Suitability assessment of new sites	<p>The suitability of new sites are assessed based on the analysis of the following items. The result of the analysis is recorded.</p> <p>① Safety of agricultural produce (Ref. Control Points 15.1, 16.1.1, 24.5.1) ② Worker safety (Ref.14.1) ③ Impacts on the surrounding environment (Ref. 21.1) ④ Development regulations of the natural protected areas</p>		
4.3	Minor	Countermeasures on the problems of new sites	Based on the analysis conducted under the Control Point 4.2, if the farm has conducted any countermeasure, the actions and their results are recorded.		
4.4	Major	Documentation of the cultivation process	<p>① The cultivation process for each crop or item including the following is recorded.</p> <p>1) Activity flow 2) Inputs used at each stage (planting materials, soil, water, equipment, machinery, infrastructure, transportation vehicle, etc.)</p> <p>② When the process has been changed, the document is revised accordingly.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
4.5	Major	Assessment of food safety hazards (at the cultivation process)	① The farm identifies food safety hazards in the cultivation process (recorded under the Control Point 4.4), and analyze their risks at least once a year. ② The result of the above analysis is recorded. ③ When the cultivation process is modified, ① is also revised accordingly. As necessary, ② is also revised.		
4.6	Major	Establishment of countermeasures, rules and procedures (at the cultivation process)	Based on the risks identified in the Control Point 4.5, the countermeasures, rules and procedures to ensure the food safety are established and documented.		
4.7	Major	Implementation of the countermeasures, rules and procedures (at the cultivation process)	The countermeasures, rules and procedures that are established under the Control Point 4.6 are communicated to all workers, and are implemented after training workers.		
4.8	Major	Documentation of the harvesting process	① For each crop or item, the harvesting process including the following is recorded. 1) Activity flow 2) Inputs used at each stage (planting materials, soil, water, equipment, machinery, infrastructure, transportation vehicle, etc.) ② When the process has been changed, the document is revised accordingly.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
4.9	Major	Assessment of food safety hazards (at the harvesting process)	① The farm identifies food safety hazards in the harvesting process (recorded under the Control Point 4.8), and analyze their risks at least once a year. ② The result of the above analysis is recorded. ③ When the harvesting process is modified, ① is also revised accordingly. As necessary, ② is also revised.		
4.10	Major	Establishment of countermeasures, rules and procedures (at the harvesting process)	Based on the risks identified in the Control Point 4.9, the countermeasures, rules and procedures to ensure the food safety are established and documented.		
4.11	Major	Implementation of the countermeasures, rules and procedures (at the harvesting process)	The countermeasures, rules and procedures that are established under the Control Point 4.10 are communicated to all workers, and are implemented after training workers.		
5. Risk management at produce handling process					
5.1	Major	Prevention of cross-contamination and mixing of foreign matters at the produce handling facility	① The farm conducts a risk assessment on cross-contamination and mixing of foreign matters, regarding the following items of the produce handling facility at least once a year. The necessary countermeasures are implemented. <ol style="list-style-type: none"> 1) Agricultural produce 2) Packing materials 3) Machinery, infrastructure, transportation vehicles, containers and equipment for harvesting and produce handling ② The results of the risk assessments and the countermeasures are recorded.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.1.1	Major	Layout of the produce handling facility	There is a layout of the produce handling facility.		
5.2	Major	Documentation of the produce handling process	<p>① For each crop or item, the produce handling process including the following is recorded.</p> <ol style="list-style-type: none"> 1) Activity flow 2) Inputs used at each stage (planting materials, soil, water, equipment, machinery, infrastructure, transportation vehicle, etc.) <p>② When the process has been changed, the document is revised accordingly.</p>		
5.3	Major	Assessment of food safety hazards (at the produce handling process)	<p>① The farm identifies food safety hazards in the produce handling process (recorded under the Control Point 5.2), and analyze their risks at least once a year.</p> <p>② The result of the above analysis is recorded.</p> <p>③ When the produce handling process is modified, ① is also revised accordingly. As necessary, ② is also revised.</p>		
5.4	Major	Establishment of countermeasures, rules and procedures (at the produce handling process)	Based on the risks identified in the Control Point 5.3, the countermeasures, rules and procedures to ensure the food safety are established and documented.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.5	Major	Implementation of the countermeasures, rules and procedures (at the produce handling process)	The countermeasures, rules and procedures that are established under the Control Point 5.4 are communicated to all workers, and are implemented after training workers.		
5.5.1	Major	Implementation records of the countermeasures, rules and procedures	There are implementation records of the countermeasures, rules and procedures, which are to prevent high-risk food safety hazards, based on the analysis in the Control Point 5.3.		
5.6	Major	Evaluation of the countermeasures, rules and procedures	<p>① There are documented methods to evaluate the effectiveness of the countermeasures, rules and procedures, which are to prevent high-risk food safety hazards, based on the analysis in the Control Point 5.3.</p> <p>② Evaluation is conducted based on ①, and the result is recorded.</p>		
6. Food defense					
6.1	Minor	Food defense	<p>① A risk assessment is conducted at least once a year regarding the intentional mixing of foreign matters and contaminants into crops, agricultural produce, water sources, soils and agricultural inputs. The farm conducts necessary countermeasures.</p> <p>② The result of the risk assessments and the countermeasures are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7. Supplier management					
7.1 Management of subcontractors					
7.1.1	Major	Agreement with the subcontractors	<p>There is a contract between the farm and the subcontractors. The contract document includes the following items.</p> <ul style="list-style-type: none"> ① Name, address and contact information of the top management ② Name, address, contact information and the representative of the subcontractor ③ Process that has been outsourced and the food safety rules regarding the process ④ Agreement to follow the rules set by the farm regarding ③ ⑤ Agreement regarding sanctions in case of a violation of the contract ⑥ Agreement regarding receiving inspection by the external entity and taking corrective actions, in case non-compliances are detected. <p>In cases where it is not possible for the farm and the subcontractor to sign a contract document, the farm can alternatively verify the documents that the subcontractor is publically disclosing their terms and conditions.</p>		
7.1.2	Minor	Verification of the subcontractors	<p>The farm verifies the subcontractor's compliance against the rules established in the contract (ref. Control Point 7.1.1) at least once a year, and the result is recorded. The record contains the following information.</p> <ul style="list-style-type: none"> ① Name of the subcontractor ② Verification date ③ Name of the verifier ④ Non-compliances ⑤ Requests for corrective actions or implementation of corresponding sanctions <p>In cases whereby the subcontractor is already certified by JGAP or another third-party certification scheme recognized by the JGAP Association, the farm can alternatively verify the subcontractor's certificate with its scope and validity, instead of conducting verification.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7.2 Management of suppliers and service providers					
7.2.1	Minor	Assessment and selection of laboratories	<p>The farm verifies that the laboratory that conducts food safety analysis agrochemical residue, water quality, heavy metals, microorganisms and radioactive substances, meets one of the following criteria.</p> <ul style="list-style-type: none"> ① Registered laboratory of the producing country ② ISO17025 certified laboratory ③ Laboratory recommended by the JGAP Association (only for JGAP Basic) ④ Laboratory that meets the Guidelines on the agrochemical residue analysis (only for JGAP Basic) 		
7.2.2	Minor	Assessment and selection of suppliers and service providers	<ul style="list-style-type: none"> ① The farm assesses the following suppliers and service providers, regarding their credibility and any possibility of food fraud that affects food safety. <ul style="list-style-type: none"> 1) Suppliers of water, electricity, gas, fuel etc. 2) Suppliers of inputs, such as planting materials, agrochemicals, fertilizers and packing materials 3) Suppliers and maintenance service providers of machinery and infrastructure ② When a certain supplier has not been selected based on the above assessment, the reasons for non-selection are recorded. When the supplier is re-contracted based on a re-assessment, the result of the re-assessment is recorded. 		
7.2.3	Minor	Contracting of suppliers and service providers	<ul style="list-style-type: none"> ① The farm does not contract the suppliers or service providers that have not been selected through ① of the Control Point 7.2.2. ② The farm verifies the services and products of the suppliers and service providers, and keeps their delivery statements. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
8. Product management					
8.2 Product inspection and sorting					
8.2.1	Major	Response to a nuclear disaster	① The farm follows the government instruction on the crop cultivation and product shipment regarding a nuclear disaster, and the farm can demonstrate the safety of its produce through means such as radioactivity analysis. ② The farm verifies the safety of the soil, water and fertilizers through the following control points: Control Point 15.1 for soil, Control Point 16.1.1 for water, and Control Point 25.1.3 for fertilizers.		
8.2.2	Major	Removal of foreign matters	① The farm can explain the possibilities of foreign matter removal at different stages of the process. ② The farm has established the mechanism of foreign matter removal based on ①.		
8.3	Major	Handling of produce that does not meet the product requirements	① Agricultural produce that meets the product requirements and those which do not meet the product requirements are segregated and identified separately. ② There is a defined procedure for the produce that does not meet the product requirements. ③ When the produce could significantly affect food safety or food quality, the produce is managed based on the Control Point 9.1.1 and 9.1.2.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
9. Handling of complaints, abnormalities and violations of rules					
9.1 Handling of complaints and abnormalities of products					
9.1.1	Major	Procedures for handling complaints and abnormalities of products	<p>There are written procedures for handling the cases of complaints and abnormalities of products, and the following points are clear in the document.</p> <ul style="list-style-type: none"> ① Reporting to the responsible personnel for product management, in the case of complaints and abnormalities of products ② Analysis of the situation and the impacts (including the decision on product recall) ③ Emergency responses (contacting clients that can be affected, consulting and informing relevant institutions, product recall, disposal of products with problems, etc.) ④ Investigation of causes ⑤ Corrective actions ⑥ Reporting to the JGAP inspection and certification body, in case the illegalities are founded. 		
9.1.2	Major	Handling of complaints and abnormalities of products	The records show that the farm handled complaints and abnormalities of products, according to the procedures established in the Control Point 9.1.1.		
9.1.3	Recom.	Product recall practice run	<ul style="list-style-type: none"> ① The farm conducts a practice run for product recall in a case of product complaint or abnormality at least once a year, and records the result. ② Based on the result of the trial, the farm revises the procedures established in the Control Point 9.1.1. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
9.2 Handling of the farm's violations of rules					
9.2.1	Major	Procedures for handling the farm's violations of rules	<p>There are written procedures for handling the cases of the farm's violations of rules, and the following points are clear in the document.</p> <ul style="list-style-type: none"> ① Analysis of the situation and the impacts ② Emergency responses (contacting clients that can be affected, consulting and informing relevant institutions, etc.) ③ Investigation of causes ④ Corrective actions ⑤ Reporting to the JGAP inspection and certification body, in the case of violations of the General Regulations 		
9.2.2	Major	Handling the farm's violations of rules	The records show that the farm handled the cases of its violations of rules, according to the procedures established in the Control Point 9.2.1.		
10. Product identification and traceability					
10.1 Traceability					
10.1.1	Major	Product display (for unrefined tea)	<p>The shipped products, invoices or delivery statements carry the following information.</p> <ul style="list-style-type: none"> ① Variety name ② Ingredients (including food additives) ③ Place of origin ④ Contained volume ⑤ Name and address of the manufacturer ⑥ Information for product identification (shipping date, variety, lot number, etc.) 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.1.2	Major	Shipment records (for unrefined tea)	<p>There are records that connect the shipment of a product (unrefined tea) and its manufacturing process. The records contain the following information.</p> <ul style="list-style-type: none"> ① Shipment date ② Clients ③ Variety name ④ Shipped quantity ⑤ Unrefined tea manufacturing lot 		
10.1.3	Major	Shipping records (for fresh leaves)	<p>There are records that connect the shipment of a product (fresh leaves) and its harvesting process. The records contain the following information.</p> <ul style="list-style-type: none"> ① Shipment date ② Clients ③ Variety name ④ Shipped quantity ⑤ Fresh leaves harvesting lot 		
10.1.4	Major	unrefined tea manufacturing record	<p>When unrefined tea is manufactured, there are manufacturing records that connect with its harvesting. The records contain the following information.</p> <ul style="list-style-type: none"> ① Unrefined tea manufacturing lot ② Unrefined tea manufacturing date ③ Unrefined tea manufactured quantity ④ Fresh leaves harvesting lot that has been used for Unrefined tea manufacturing 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.1.5	Major	Harvesting record	<p>The following is recorded for harvesting.</p> <ul style="list-style-type: none"> ① Fresh leaves harvesting lot ② Variety name ③ Harvesting date ④ Harvested quantity ⑤ Harvested site 		
10.2	Major	Handling of produce from other farms	<ul style="list-style-type: none"> ① If the farm handles produce from other farms, there is a countermeasure to distinguish produce from each farm and to prevent unintentional mixing of produce from the other farms. The countermeasure can be verified through the records. ② When the farm conducts sales of the produce from other farms, it uses correct product displays that would not miscommunicate about the farms of origin. 		
10.3	Major	Prevention of mixing of different varieties or produce for other purposes	<ul style="list-style-type: none"> ① When the sales are conducted separately for each variety, there is a countermeasure to prevent mixing of varieties that resemble each other. ② There is a countermeasure to prevent mixing of produce for human consumption into produce for non-food purpose. 		
10.4	Major	Purchase of certified produce	<ul style="list-style-type: none"> ① There is a purchase record of the produce that includes the following information. <ul style="list-style-type: none"> 1) Name of the farm/group that the produce was purchased from 2) Purchase date 3) Variety names of the purchased produce 4) Purchased quantity ② When the farm sells the purchased produce as JGAP certified, the farm needs to obtain the copy of the JGAP certificate and verify that its scope and validity period are appropriate. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
B. Management of resources					
11. Responsible personnel and training					
11.1	Major	Farm manager	① The farm manager (ref. Control Point 2.1) has been given the authority to manage the farm on behalf of the top management. ② The farm manager conducts the following. 1) He/she understands the latest version of the JGAP documents, and shares the updates the responsible personnel accordingly. 2) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area.		
11.2	Major	Responsible personnel for product management	① The responsible personnel for product management (ref. Control Point 2.1) oversees the following work. 1) Supervision of the product types and standards (varieties, cultivation methods, etc.) 2) Shipment specifications, including packaging, quantity and weight 3) Management of product displays 4) Ensuring the safety and quality of agricultural produce 5) Handling of product complaints and abnormalities, and product recall procedures ② The responsible personnel for product management conducts the following. 1) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area. 2) He/she puts effort to improve his/her knowledge on product management.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.3	Major	Responsible personnel for fertilizer management	① The responsible personnel for fertilizer management (ref. Control Point 2.1) oversees the selection, measurement, application and storage of fertilizers. ② The responsible personnel for fertilizer management conducts the following. 1) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area. 2) He/she puts effort to improve his/her knowledge on fertilizer and soil management.		
11.4	Major	Responsible personnel for agrochemical management	① The responsible personnel for agrochemical management (ref. Control Point 2.1) oversees the selection, measurement, application and storage of agrochemicals. ② The responsible personnel for agrochemical management conducts the following. 1) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area. 2) He/she puts effort to improve his/her knowledge on agrochemicals. 3) He/she obtains the latest information about agrochemical application standards, and can present the information obtained in the past one year.		
11.5	Major	Responsible personnel for worker safety	① The responsible personnel for worker safety (ref. Control Point 2.1) oversees the work to prevent injuries or accidents on the farm. ② The responsible personnel for worker safety conducts the following. 1) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area. 2) He/she puts effort to improve his/her knowledge on worker safety. 3) He/she obtains and understands the latest information about the safe use of machinery and infrastructure. 4) He/she ensures that there is a person who can conduct first aid on the farm, and can prove that the person has been trained on first aid.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.6	Major	Responsible personnel for labor management	<p>① The responsible personnel for labor management (ref. Control Point 2.1) oversees the work to manage the working environment, welfare, working conditions on the farm.</p> <p>② The responsible personnel for labor management conducts the following.</p> <p>1) He/she is capable of explaining his/her knowledge on the JGAP Control Points of his/her work area.</p> <p>2) He/she puts effort to improve his/her knowledge on human rights, welfare and labor management.</p>		
11.7	Minor	Training of workers	<p>① The responsible personnels listed in the Control Point 2.1 conduct training on the corresponding rules on the farm based on the JGAP to all the workers that they supervise, at least once a year. Each responsible personnel records the training results. The records include the training date, the participants and the content of the training. The responsible personnel can present the training materials that were used in the training.</p> <p>② If there are foreigners among the workers, training is conducted in the manner that they can understand (language, use of illustrations etc.).</p>		
11.8	Major	Official qualification or completion of a training course	If there is a worker that is conducting a work that requires an official qualification based on a law, or completion of a training course, the worker can prove that he/she meets the requirement.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.9	Minor	Communications of the rules to visitors	<p>There are documented rules of the farm on the following points that visitors need to respect. The rules are communicated to visitors to call for attention. If there are foreigners among visitors, the rules are communicated in a manner that they can understand (language, use of illustrations, etc.).</p> <ul style="list-style-type: none"> ① Worker safety ② Food safety ③ Environmental conservation 		
11.10	Recom.	Human resource development	<p>The farm works on the following to develop farm successors and workers.</p> <ul style="list-style-type: none"> ① The farm successors and workers are involved in the documentation process of the farm management (ref. Control Point 1.3) or in the production planning (ref. Control Point 3.1). ② Evaluation results of the plan and the achievements (ref. Control Point 3.4) and information regarding the farm operation are shared with the successors and workers. ③ Responsibilities and authorities are progressively allocated to the successors and workers. 		
12. Human rights, welfare and labor management					
12.1	Major	Proper recruitment of workers	<ul style="list-style-type: none"> ① There is a list of the workers. The list includes the workers' names, birth dates, sex, address and employment date. Private information of the workers are managed with confidentiality. ② When a foreigner is employed, the farm is sure that the person has a valid work visa. ③ The farm does not use "child labor" as defined by the ILO convention or other law which is stricter. Employment of minors abide by the relevant laws. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.2	Major	No forced labor	<p>The farm has a mechanism to prevent the following from happening.</p> <p>① A worker has been recruited through human trafficking, slave labor or prison labor.</p> <p>② A worker has been forced into labor through assault, intimidation, imprisonment or other mental or physical means to unduly constrain his/her freedom.</p>		
12.3	Minor	Communication between the employer and the workers	<p>① There is a meeting between the employer and the workers at least once a year to exchange opinions about the working conditions, working environment and worker safety. The minutes of the meeting are recorded.</p> <p>② There is agreement regarding the right of collective bargaining of organization, between the employer and the labor union or the workers' representative. If there is any agreement that has been signed by both parties, the agreement is respected.</p>		
12.4	Major	No discrimination	<p>Decisions on employment, promotion and salary raise are made based only on the level of competency to conduct the work, and are not influenced by race, ethnicity, nationality, religion or gender.</p>		
12.5	Minor	Disclosure of the working condition	<p>① The employer presents the working condition regarding the following points to a potential worker before employment.</p> <ol style="list-style-type: none"> 1) Content and location of the work 2) Employment period (If the employment period is limited, the farm needs to present the terms for contract renewal.) 3) Working hours, break time, holidays 4) Wage, payment method, payment time 5) Issues regarding dismissal (rights and conditions for dismissal, etc.) <p>② When a potential worker is a foreigner, the working condition is communicated in a written form, in a language that the person can understand.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.6	Minor	Compliances of the working condition	<ul style="list-style-type: none"> ① The working hours, holidays and break times comply with the laws. ② The wage is not below the minimum wage which is set by the government. When there is no minimum wage set by the government, the wage is not below the amount presented in the Control Point 12.5. ③ Extra pay for the work at night, overtime and work on holidays follows the laws. ④ The workers receive their wage within the time frame presented in the Control Point 12.5. ⑤ There is no unreasonable or excessive deduction from the wage. 		
12.7	Minor	Workers' housing	When the farm provides housing to the workers due to the necessity for labor management, the housing is safe and is equipped with a healthy living environment.		
12.8	Recom.	Agreement for family operation	When the farm is operated only by the family members that live together, there is a written agreement through family discussions on the working environment that all the family members agrees.		
12.9	Recom.	Setting up a working environment	<ul style="list-style-type: none"> ① The farm is aware of the physiologic needs of the workers, and sets up a suitable working environment. ② The farm is aware and sets up measures to relieve the physical burdens at the site, storage and produce handling facilities. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
13. Hygiene management of workers and visitors					
13.1	Major	Countermeasures against the health issues of workers and visitors	① Workers and visitors that have possibility to carry diseases that can be contagious to consumers through agricultural produce, report to the farm manager in advance. ② The farm manager either prohibits the entry of the persons indicated in ① to the harvesting or produce handling processes, or sets up countermeasures and allows their entry.		
13.2	Minor	Rules for the workers and visitors	There are documented rules on hygiene management on the following points. The rules have been communicated to the workers engaged in harvesting and produce handling and to the visitors. ① Work clothes, caps, masks, shoes, gloves and personal belongings ② Hand washing procedure, disinfection, nails ③ Smoking, eating, coughing, sneezing, spitting ④ Use of the toilet ⑤ Touching of agricultural produce		
13.3 Management of hygiene facilities					
13.3.1	Minor	Hand washing facilities	There is a hand-washing facility near the toilet and the produce handling facility. The hand-washing facility is kept hygienic, and is equipped with hygienic water (ref. Control Point 16.1.2), soaps, towels and disinfectants.		
13.3.2	Minor	Set-up and hygiene of the toilets	① There are sufficient number of toilets close to the work place. ② The toilets are regularly cleaned and maintained in a hygienic manner. ③ Any breakage of the toilets that can affect hygiene is fixed. ④ Filth and sewage from the toilets are disposed appropriately, and are not to contaminate the sites, facilities or water canals of the farm.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
14. Worker safety management and responses in case of accidents					
14.1	Major	Worker safety	<p>① The farm conducts a risk assessment on dangerous places and dangerous activities on the site, paths, storage and produce handling facilities at least once a year, and documents the countermeasures to prevent accidents or injuries. The risk assessments and the countermeasures take into account the accidents and injuries that have taken place on the farm or in a similar farm, or the cases of close calls on the farm. The following dangerous activities are considered in the risk assessments.</p> <ol style="list-style-type: none"> 1) Loading and unloading using a riding machine, and its use on slopes or steps 2) Use of a brush cutter on slopes 3) Adjustment or repair or the rotating parts of fresh leaf cutters in tea factories 4) Re-start of rotating machinery after repair or cleaning <p>② The measures established in ① to prevent accidents or injuries are communicated to the workers and are implemented.</p> <p>③ When there is a change of activities at the sites, storage or produce handling facilities, the risk assessment and the measures are revised.</p>		
14.2	Minor	Workers engaged in dangerous task	<p>Workers who conduct dangerous activities, as identified in the Control Point 14.1, meet the following conditions.</p> <ol style="list-style-type: none"> ① They have been sufficiently trained on safety. (Ref. Control Point 11.7) ② They have an official qualification on worker safety when required by laws, or they are under the supervision of a person with an official qualification. (Ref. Control Point 11.8) ③ They are not drunk, drugged, sick, pregnant, minors of age or disqualified. ④ Elderly workers are given a type of work that takes into consideration their physical or mental limitations. ⑤ They wear appropriate clothing and equipment for their safety. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
14.3	Minor	Procedures in case of a work accident	The procedures and emergency contacts in case of a work accident are established, and are communicated to all the workers.		
14.4	Minor	Preparation for accidents	In case of an accident, clean water and a first aid kit are available for immediate use. The content of the first aid kit is sufficient to respond to the risks identified in the Control Point 14.1.		
14.5	Major	Preparation for work injuries (compulsory subscription)	When there is an insurance that compensates for work injuries and is required by the law, and the farm meets the criteria for its compulsory subscription, the farm carries the insurance.		
14.6	Recom.	Preparation for work injuries (voluntary subscription)	<p>① There is a compensation mechanism for the cases when a worker gets injured at work. (N/A if already subscribed to an insurance under the Control Point 14.5)</p> <p>② There is a compensation mechanism in case the top management or the family members are injured at work.</p>		
15. Soil management					
15.1	Major	Safety of the soil	<p>The farm conducts a risks assessment on the safety of the soil (including soil dressing, culture soil and substrates for hydroponics) at least once a year, based on the following information. If any problem is identified, the farm consults a government agency to establish countermeasures. The result of the risk assessment and the countermeasures are recorded.</p> <p>① Notification on the soil contamination areas designated by the government</p> <p>② Condition of the surrounding areas based on the Control Point 1.2 and the site history</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
15.2	Minor	Soil erosion control	The farm uses cultivation techniques to control soil erosion by wind or water.		
15.3	Minor	Soil conservation	The farm understands the soil characteristics of the sites, and conserves the soil for its sustainable use.		
15.4	Recom.	Countermeasures against contaminated water	<p>① The farm has a countermeasure to prevent contaminated water from getting inside the site and negatively affecting the soil or the crops.</p> <p>② If contaminated water flows into a site, the farm conducts a risk assessment on the safety of the crops and the soil, and takes necessary countermeasures. The farm manages the crops that were affected by contaminated water according to the government instructions, if they exist. The result of the risk assessment and the countermeasures are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16. Use of water and waste water management					
16.1 Safety of the water used in the cultivation process					
16.1.1	Major	Safety of the water used in the cultivation process	<p>① The farm understands the type of water used in the cultivation process, its source and its storage place.</p> <p>② The farm conducts a risk assessment on the water used for the cultivation process at least once a year, and sets up necessary countermeasures. The result of the risk assessment and the countermeasures are recorded. The following information is considered in the risk assessment.</p> <p>1) Method, timing and period of water use</p> <p>2) Condition of areas surrounding the water source and the storage place</p> <p>3) Result of the water analysis conducted by the government on the water source, storage place or its surrounding area</p> <p>4) Result of the water analysis conducted by the farm</p>		
16.1.2	Major	Safety of the water used in the produce handling process	The farm verifies and records at least once a year that the water (vapor etc.) that gets in contact with agricultural produce during the produce handling process is potable water, the water used for cleaning machinery or containers that get in contact with agricultural produce is potable water and the water used for hand washing of workers is potable water.		
16.1.3	Minor	Hygiene management of the water used for washing fresh leaves	If fresh leaves are washed, the leaves must not be contaminated through the washing water.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16.2	Recom.	Protection of water sources	The farm has a mechanism to prevent the intentional or accidental contamination of water sources, water storage places and water canals that are under its management.		
16.3	Minor	Waste water management	The farm manages the waste water from the sites and the produce handling facility, and removes the plant residue and the wastes contained in the waste water, in order to keep the quality of water used in the cultivation process.		
16.4	Minor	Records of water usage and efficient use of water	① If there is an arrangement/ instruction/ approval system by the government or by the local community on water use, the farm follows it and contributes to the efficient use of water. ② If ① applies, the farm records the volumes of irrigation water and the water used in the produce handling facility.		
17. General hygiene management of facilities					
17.1	Minor	Measures against pests	① The farm prevents the entry or proliferation of pests (small animals, insects and birds) in the produce handling facility ② If the farm is controlling a pest, the control method does not affect food safety.		
17.1.1	Minor	Measures against the entry of insects at night	The farm takes measures to prevent the entry of insects attracted by the lights of the facilities at night.		
17.2	Minor	Smoking and eating places	The smoking and eating places do not affect agricultural produce.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17.3	Recom.	Changing room and a place to keep personal belongings	The produce handling facility has a changing room and a place for the workers to keep their personal belongings.		
17.4	Minor	Handling and storage of unrefined tea and refined tea and their packing materials	<p>Unrefined tea and refined tea and their packing materials are handled and stored in the following manner.</p> <p>① They are protected from water.</p> <p>② They do not get in contact with contaminants, such as chemicals, oils and wastes.</p> <p>③ If they are stored on pallets, the pallets are not contaminated, and the surface that gets in contact with unrefined tea or refined tea is not damaged.</p> <p>④ If unrefined tea or refined tea is kept in a storage, the packaging materials show the variety name, manufacturing lot number, quantity and expiry date to ensure the correct handling after storage.</p> <p>⑤ If a refrigeration facility is used, the temperature is controlled, and there is a measure against wetting of materials by condensation.</p>		
17.5	Minor	Establishment of no shoes areas	Entering with shoes is not allowed in the manufacturing area of unrefined tea and refined tea. At the entrance of the manufacturing area, there is a sign indicating that shoes are not allowed.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18. Management of machinery, equipment, vehicles, harvesting containers and tools, packaging materials, cleaning equipment and workshop tools					
18.1	Minor	Checking, maintenance, cleaning and storage of machinery, equipment and vehicles	<p>① There is a list of machinery, equipment and vehicles on the farm. The list indicates the type of fuel or energy that are necessary for running the machinery, equipment of vehicles.</p> <p>② The machinery, equipment and vehicles are checked, maintained and cleaned as necessary, and the maintenance activities are recorded. If the maintenance activities are outsourced, the maintenance slips are kept.</p> <p>③ The machinery, equipment and vehicles are stored in a way that they do not affect food safety or worker safety, and that prevents robbery.</p>		
18.2	Minor	Management of testing, measuring and sorting equipment	There is a list of testing, measuring and sorting equipment and their standard test pieces. These equipment are regularly checked to ensure that they can test, measure or sort accurately. The check results are recorded.		
18.3	Minor	Management of containers, tools, packing materials used in harvesting and produce handling	<p>① The farm regularly checks that the harvesting containers, tools, packaging materials, produce storage containers, that are used in the harvesting process and the produce handling process, are not deteriorated, damaged or contaminated.</p> <p>② If any problem is found as a result of the checks, the item is repaired, cleaned or replaced.</p> <p>③ If multiple packaging materials are used, there is a countermeasure to prevent that a wrong material to be used or wrong description is put by a mistake.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18.4	Minor	Management of cleaning tools, cleaning agents and disinfectants	<p>① The cleaning tools used to clean the machinery, equipment, harvesting containers, tools and produce storage containers that are used in the harvesting process and in the produce handling process, are separated from the other cleaning tools.</p> <p>② The cleaning tools are regularly checked and replaced as necessary, in order to prevent a deteriorated cleaning tool from contaminating agricultural produce.</p> <p>③ The cleaning tools are kept in a designated place after use in a hygienic matter.</p> <p>④ The cleaning agents and disinfectants do not pose any risk to food safety, and are stored safe in a designated place.</p>		
18.5	Minor	Use of machine oil	There is a measure to ensure that the machine oil applied to the parts of the machinery that has possibility to get in contact with agricultural produce in the harvesting process and in the produce handling process, would not affect food safety.		
18.6	Minor	Safe use of machinery and equipment	<p>① The use of machinery and equipment follows the manuals or the instructions of the manufacturer.</p> <p>② The machinery or equipment is not modified in a way that risks its safety.</p> <p>③ The safety of machinery and equipment is verified before purchase.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18.7	Minor	Safety of the surface that get in contact with agricultural products	<p>The machinery, equipment, vehicles, packaging materials, harvesting containers, tools and produce storage containers that get in contact with agricultural produce during the harvesting process and the produce handling process, meet the following conditions.</p> <p>① The safety of the material of the surface that gets in contact with agricultural produce is verified. If any problem with the material is identified, it must not be used.</p> <p>② The contact surface must not damage the surface of agricultural produce (except for the cases that it is intended to cut agricultural produce).</p> <p>③ The contact surface can be easily cleaned and maintained.</p>		
19. Energy management and preventing global warming					
19.1	Major	Storage of fuels	<p>① No fire is allowed near or at the fuel storage.</p> <p>② There is a danger sign near the fuel storage.</p> <p>③ Gasoline is stored in a metal container, which prevents fire caused by static electricity</p> <p>④ There is a fire extinguisher or firefighting equipment at the fuel storage.</p> <p>⑤ There is no spillage of fuel. There is a measure to deal with fuel spillage.</p>		
19.2	Minor	Reduction of greenhouse gas emission and efficient use of energy	<p>The farm is aware of its consumption of energy, such as electricity, gas, heavy oil, gasoline, diesel oil and kerosene. The farm tries to use energy efficiently in order to reduce the emission of greenhouse gases.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
20. Waste management and effective use of resources					
20.1	Major	Storage and disposal of wastes	<p>① The farm is aware of the wastes from the field and the produce handling facility. The storage and disposal methods of the wastes are documented. The wastes are stored and disposed in a way that they do not contaminate agricultural produce, materials or the environment.</p> <p>② The documented methods in ① are followed.</p>		
20.2	Minor	Efficient use of resources	<p>The farm is working on the following activities against the wastes from the farm.</p> <p>① Reduction of wastes</p> <p>② Segregation of wastes and their storage at designated places</p> <p>③ Recycling of wastes</p>		
20.3	Major	Organizing and cleaning	The sites, storage and produce handling facility are kept organized and cleaned, and there is no scattered waste.		
21. Protection of surrounding environment and harmonizing with local communities					
21.1	Minor	Protection of surrounding areas	<p>① The farm ensures that the noise, vibration, bad smell, insects, smoke, dusts or harmful substances coming from the field or from the produce handling facility are not affecting the people living in the surrounding areas of the farm.</p> <p>② When an agricultural machinery needs to come out to the public road, the farm ensures that the machinery does not cause troubles to the pedestrians and other vehicles on the road.</p>		
21.2	Minor	Recycling of resources within the community	<p>① When in use of organic matters are incorporated into the soil, the farm gives a priority to use the organic matters generated within the local community.</p> <p>② When the crop residue from the field or the produce handling facility is used for compost or animal feed, the local community is given a priority.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
21.3	Recom.	Relationship with the local community	① The farm is aware and respectful of the common rules and traditional practices of the local community. ② The farm actively participates in community events, and works towards smooth communications within the local community.		
22. Biodiversity conservation					
22.1	Recom.	Awareness of the biodiversity	① The farm is aware of the flora and fauna in the farm and around the farm. The farm is aware whether any of them is a rare species. ② The farm is aware of the species that used to exist in the past and have been reduced. ③ There is a list of ① and ②, and the farm verifies their population increase and decrease at least once a year, and records the result.		
22.2	Recom.	The principles of environmental conservation and its contribution	The farm is aware of both the impacts of agriculture on the environment, and the impacts of the environment on agriculture. Based on the awareness, the farm establishes its principles and contributes to the environment and the biodiversity as a member of the local community.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
C. Cultivation process management					
23. Management of propagation materials					
23.1	Major	Management of propagation material(seeds and nursery)	① When the farm purchases a propagation material, the farm keeps its certificate or keeps record of its variety name, place of origin and seller. ② When the farm reproduces its own seeds and nursery, there is a record of the site where the seed/plant has been harvested.		
23.2	Minor	Sowing/ planting record	The following is recorded for sowing/ planting. ① Lot number of the propagation material ② Method of sowing/ planting (including the identification of machinery) ③ Date of sowing/ planting ④ Site name or number		
24. Agrochemical management					
24.1 Agrochemical application plan					
24.1.1	Major	Implementation of IPM	① The responsible personnel for agrochemical management develops an IPM (Integrated Pest Management) plan to control the damages by pests, diseases and weeds by combining cultural methods, biological methods, physical methods and chemical methods. ② The responsible personnel analyzes the past occurrences of pests, diseases and weeds, and the effectiveness of agrochemical applications of the past in order to improve the agrochemical application plan.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.1.2	Major	Selection and planning of agrochemicals	<p>The responsible personnel for agrochemical management develops an agrochemical application plan that meets the following points.</p> <p>① The plan contains product names, active ingredients, target crops, target pests/ diseases/ weeds, dilution rate, application dosage, number of applications, total number of applications, application timing and application methods.</p> <p>② The plan complies with the regulations on agrochemical applications of the producer country.</p> <p>③ If there is any requirement from a client or by the local community, the plan meets the requirements.</p> <p>④ If the farm intends to export the agricultural produce, the plan does not contain the agrochemicals that are prohibited in the importing country. The farm verifies the maximum residue limits of the allowed agrochemicals before selecting them for application.</p> <p>⑤ The plan considers toxicity of agrochemicals to fish, if an agrochemical is to be applied in a rice paddy or at a site near an aquatic ecosystem.</p> <p>⑥ The plan includes post-harvest agrochemicals.</p>		
24.1.3	Minor	Prevention of development of resistance	<p>The plan takes into consideration the agrochemicals used in the past, in order to avoid development of resistance. If there is an instruction on a product label, the instruction is followed.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.2 Preparation of agrochemicals					
24.2.1	Major	Decisions on agrochemical application	<ul style="list-style-type: none"> ① The responsible personnel for agrochemical management decides on agrochemical applications based on the plan developed in the Control Point 24.1.2. ② When the plan needs to be changed, the changes need to meet the conditions of the Control Point 24.1.2. ③ Application dates are calculated based on the planned harvesting date. ④ The farm abide by labeled instructions. 		
24.2.2	Major	Preparation and verification of agrochemicals	<ul style="list-style-type: none"> ① The operators do not prepare or apply agrochemicals without the permission and instruction of the responsible personnel. ② Expired agrochemicals are not used. 		
24.2.3	Major	Preparation of the spray solution	<ul style="list-style-type: none"> ① Spray solution is prepared at a place that would not affect agricultural produce or the environment. ② Agrochemicals are measured accurately. ③ There are designated tools to clean spilled agrochemicals. ④ Measurement and mixing follow the labeled instructions, and are conducted wearing protective clothing and equipment. ⑤ Water supply hose is not directly put into the tank to mix the spray solution. 		
24.2.4	Major	Measurement and dilution of agrochemicals	<ul style="list-style-type: none"> ① Necessary dosages are calculated precisely, and there would be no leftover solution after applications. ② Agrochemicals are diluted precisely. ③ When agrochemicals are mixed, the mixing follows the labeled instructions and the order of mixing, and well mixed with appropriate order. ④ A measuring cup and empty agrochemical containers are rinsed at least three times by water, and the rinsate is poured back to the application tank as a part of the water used for dilution. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3 Agrochemical application and records					
24.3.1	Major	Wearing protective clothing and equipment	① The operators wear necessary protective clothing and equipment according to the label instructions, during agrochemical applications. ② If there is a limited duration or times of use for a mask, the mask is replaced accordingly.		
24.3.2	Major	Washing of protective clothing and equipment	① After agrochemical application, there is no cross-contamination though used protective clothing and equipment. ② Reusable protective clothing and equipment are washed after use. ③ Protective clothing is washed separately from other clothing, and gloves are washed before taking them off. ④ Boots are thoroughly washed including their shoe soles. ⑤ Protective clothing that has been torn or damaged or a dirty filter of a mask are replaced.		
24.3.3	Minor	Storage of protective clothing and equipment	Protective clothing and equipment after cleaning is dried well and are stored in a way they do not get in contact with agricultural produce. They are stored after drying.		
24.3.4	Minor	Disposal of leftover solution	① All the solution that has been prepared is used thoroughly at the site. ② The disposal of leftover solutions follow the government instructions. If there is no government instruction, they are disposed at a designated place within the farm in a way that they do not affect agricultural produce or water sources.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3.5	Major	Washing of application equipment and disposal of rinsate	<ul style="list-style-type: none"> ① After an application, the application machinery, hose, nozzle, joints and tank are washed immediately in a way that there is no agrochemical residue on the equipment. ② Washing of application equipment is conducted at a designated place within the farm in a way that it does not affect agricultural produce or water sources. ③ Rinsate is disposed in the same manner as ② of the Control Point 24.3.4. 		
24.3.6	Minor	Management of re-entry	<ul style="list-style-type: none"> ① If there is a labeled instruction regarding the re-entry to the site that has been recently sprayed or to its surrounding areas, the instruction must be followed. The restriction on re-entry is communicated. ② Even if there is no labeled instruction, nobody enters the site that has been recently sprayed until it is dry. 		
24.3.7	Major	Records of agrochemical applications	<p>The following information is recorded on agrochemical applications.</p> <ul style="list-style-type: none"> ① Target crop (applicable crop according to the agrochemical registration) ② Location of the application (site name, etc.) ③ Application date ④ Product name ⑤ Target pests/ diseases / weeds ⑥ Active ingredient ⑦ Dilution rate and the quantity of the solution (when the dilution rate is defined)/ Applied quantity per 10 acre (when the application quantity is defined) ⑧ Application timing (pre-harvest interval etc.) ⑨ Application method (identification of the application machinery) ⑩ Operator name ⑪ Verification by the responsible personnel for agrochemical management 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.4 Storage of agrochemicals					
24.4.1	Major	Management of agrochemical storage	<ul style="list-style-type: none"> ① No agrochemical is left outside the storage. ② The responsible personnel for agrochemical management manages the storage key, and avoids misuse or robbery. ③ The agrochemical storage is made of a robust material and kept locked. Nobody can access the agrochemicals without the permission and instruction of the responsible personnel for agrochemical management. ④ Poisonous, deleterious and dangerous substances are displayed with warning, and are stored separately from other agrochemicals. ⑤ For a walk-in type storage, there is good ventilation. ⑥ There is enough light to be able to read labels. ⑦ If a label contains an instruction regarding storage temperature, the instruction is followed. 		
24.4.2	Minor	Prevention of misuse	<ul style="list-style-type: none"> ① Agrochemicals are stored in the same containers as when they are purchased. ② Agrochemicals are stored in a way that prevents misuse. ③ Prohibited agrochemicals, expired agrochemicals or agrochemicals which have lost registration status are stored separately to avoid misuse. 		
24.4.3	Minor	Prevention of contamination by agrochemicals	<ul style="list-style-type: none"> ① Containers of agrochemical in use are well sealed. ② There is a countermeasure to prevent falling of agrochemical containers. ③ There is a countermeasure to prevent spilling of agrochemicals. ④ The shelves of the agrochemical storage do not absorb agrochemicals. ⑤ There are designated tools to clean spilled agrochemicals. ⑥ There is a countermeasure to prevent that agrochemicals do not get in contact with agricultural produce or other materials. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.4.4	Major	Storage of dangerous substances	When an ignitable or flammable pesticide (such as oil solution or emulsion) is stored, the farm make sure the way of storage with the supplier or the manufacturer, and follows their instruction. The pesticide is displayed with a warning sign.		
24.4.5	Minor	Inventory of agrochemicals	There is an inventory that records the quantity of agrochemicals increasing and decreasing in the storage, and the quantity of agrochemicals that are currently in the storage is clear.		
24.5 Agrochemical drift					
24.5.1	Major	Prevention of receiving negative impacts of agrichemical drift	<p>① The farm is aware of the crops cultivated in its own sites and in its surrounding farms, and is aware of the risks of agrochemical drift from these areas. The farm is also aware of the risk of agrochemicals entering into the farm through irrigation water.</p> <p>② The farm communicates with the producers of the surrounding farms, in order to prevent receiving negative impacts of agrichemical drift from the surrounding areas.</p>		
24.5.2	Major	Prevention of agrichemical drift to surrounding farms	The farm takes countermeasures to prevent causing drift to its surrounding farms. The farm prevents that agrochemicals flow out of the farm through ground water, streams or rivers. When the farm uses soil fumigants, it follows the label instruction and covers the soil after application.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.6 Verification of agrochemical residue					
24.6.1	Major	Sampling plan for agrochemical residue analysis	① There is a documented plan on agrochemical residue analysis. ② The sample for analysis is selected from the product considering the item, active ingredient, harvesting period or location, which has the highest risks of chemical residue among the agrochemicals that have been used in the farm or could have drifted from surrounding areas. ③ When an active ingredient with a higher risk cannot be identified, a general analysis is conducted to all active ingredients.		
24.6.2	Major	Implementation of agrochemical residue analysis	① The farm conducts agrochemical residue analysis at least once a year, according to the Control Point 24.6.1, in order to verify that the agrochemicals are used correctly. If a maximum residue limit is exceeded, it is recorded according to the procedure of the Control Point 9.1.2. ② The result of maximum residue analysis is kept.		
25. Fertilizer management					
25.1 Selection and planning of fertilizers					
25.1.1	Minor	Understanding the nutrient composition of fertilizers	① The farm keeps the information on nutrient composition of purchased fertilizers. ② When a fertilizer is made on the farm, or did not come with an information on nutrient composition, the farm sends it for analysis or investigates literatures to understand its average nutrient composition.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
25.1.2	Major	Planning of fertilizer application	<p>① The responsible personnel for fertilizer management develops a fertilizer application plan.</p> <p>② The fertilizer application plan contains the names and nutrient composition of the fertilizers, quantity per 10 acre, application method and application period/ timing. The application period/ timing takes into consideration the food safety issues.</p> <p>③ The fertilizer application takes into consideration the following information in order to improve the produce quality while protecting the environment.</p> <ol style="list-style-type: none"> 1) Correlation between the productivity and produce quality in the past and the fertilizer applications 2) Result of the soil analysis 3) Recommendations by the government or agricultural cooperatives on fertilizer application 4) Need of soil conservation (ref. Control Point 15.3) 5) Cases of water contamination of the area due to fertilizer application 6) Greenhouse gas emission by fertilizers (e.g. nitrous oxide) 		
25.1.3	Major	Safety of fertilizers	<p>① The farm verifies that the radioactive substances contained in fertilizers do not exceed the government standard.</p> <p>② As for the fertilizers that have not passed the official standard of the government, the farm investigates their ingredients (including the place of origin), manufacturing process and analysis result, in order to verify that these fertilizers do not pose food safety risks to agricultural produce.</p> <p>③ As for compost, the farm monitors its fermentation temperature to ensure that pathogenic microorganisms and seeds of weeds are killed.</p> <p>④ Agricultural produce is protected from contamination through workers, equipment and facilities that went in contact with compost.</p> <p>⑤ The farm prevents entry of other potential contaminants of soil or water to the farm.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
25.2 Fertilizer application and records					
25.2.1	Major	Fertilizer application records	<p>The following information are recorded for fertilizer applications.</p> <ul style="list-style-type: none"> ① Location (site name, etc.) ② Date ③ Fertilizer name ④ Quantity ⑤ Application method (including identification of application machinery) ⑥ Operator name 		
25.3 Storage of fertilizers					
25.3.1	Major	Storage of dangerous substances (fertilizers)	When fertilizers that can heat up, ignite or explode (e.g. ammonium nitrate, potassium nitrate, calcium nitrate, sulfur powder, quicklime) are stored, the farm verifies their storage method with the supplier or manufacturer, and follows the instructions.		
25.3.2	Minor	Storage condition of fertilizers	<p>Fertilizers in bags are stored under the following conditions.</p> <ul style="list-style-type: none"> ① The fertilizers are covered, and are not affected by sunlight, frost, rain or water flowing from outside. ② The storage is kept clean, and there is no spilled fertilizer or waste. ③ The fertilizers are not placed directly on the ground. ④ The fertilizers that contain agrochemicals and lime nitrogen are stored separately from the other fertilizers. 		
25.3.3	Recom.	Storage of compost	The floor of the storage for compost is made of impervious material (e.g. concrete). The storage for compost is covered or has walls so that it is protected from wind and rain, and that the liquid from the compost would not contaminate water sources. Raw animal manure or compost under decomposition process does not get in contact with completed compost.		
25.3.4	Minor	Inventory of fertilizers	There is an inventory that records the quantity of fertilizers increasing and decreasing in the storage, and the quantity of fertilizers that are currently in the storage is clear. For the fertilizers that are difficult to measure, there is an alternative method to verify their stock.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
D. Control points only for refined tea					
5.4.1	Major	Identification of Critical Control Points (CCP)	<p>A management process (countermeasures, rules, procedures) to control food safety hazards that have been considered as high risk in the Control Point 5.3, is identified as a Critical Control Point, if it meets the following conditions.</p> <p>① It is a process that is indispensable for consumers' food safety (There is no process afterwards that can reduce or eliminate the food safety hazards.)</p> <p>② It is possible to monitor the process. (Indicators for monitoring can be established.)</p>		
5.4.2	Major	Verification of the effectiveness of the management process for the CCP	The effectiveness of the management process (countermeasures, rules, procedures) to control the Critical Control Point identified in the Control Point 5.4.1, is verified in advance, and the result of the verification is documented.		
5.4.3	Major	Establishment of monitoring methods for the CCP	<p>The following items for monitoring are defined and documented, to monitor the CCP identified in the Control Point 5.4.1.</p> <ol style="list-style-type: none"> 1) What (monitoring target and allowable limit) 2) How (monitoring method, including equipment used) 3) When (frequency of monitoring) 4) Who (operator of monitoring) 5) Monitoring records 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.5.2	Major	Implementation of monitoring of the CCP and corrective actions	① The farm conducts monitoring of the CCP, as defined in the Control Point 5.4.3, and records the result. ② There are documented corrective actions for the cases when the critical limit is exceeded. ③ When the critical limit is exceeded, the corrective actions according to ② are implemented, and the results are recorded.		
8.1	Major	Clarifying product specification	① The responsible personnel for product management documents the following information for each product. 1) Product name 2) Ingredients and places of origin 3) Specifications or standards regarding food safety (agrochemical residue, radioactive substance, heavy metal, microorganism, foreign matter, etc.) 4) Product quality (specification, grade, etc.) 5) Intended use of the product from the food safety perspective 6) Container and packaging (specification, material, etc.) 7) Quantity (weight, volume, count) 8) Storage condition, shelf life, delivery condition 9) Display content 10 Display regarding JGAP certification 11) Other specifications required by customers ② When a product specification has been changed, ① has been revised, and the revision date is recorded.		
8.2.3	Major	Product verification	The farm verifies the products against the specifications of the Control Point 8.1, and ships only the products that meet the specifications.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.1.1.1	Major	Product display (of refined tea)	<p>The packaging of processed tea contains the following information.</p> <ul style="list-style-type: none"> ① Name ② Raw ingredients (including food additives) ③ Places of origin of raw ingredients ④ Quantity ⑤ Expiry date ⑥ Storage method ⑦ Name and address of the manufacturer ⑧ Warning on intended use, when necessary 		
10.1.2.1	Major	Shipping records of refined tea	<ul style="list-style-type: none"> ① The following information is recorded on the shipping of refined tea. <ul style="list-style-type: none"> 1) Shipping date 2) Shipping destination 3) Product name 4) Shipped quantity 5) Expiry date 6) Manufacturing information of the shipped refined tea (manufacturing lot number, etc.) ② The manufacturing records of the shipped refined tea are traceable. 		
10.1.3.1	Major	Manufacturing records of refined tea	<p>There are manufacturing records that link unrefined tea manufacturing and refined tea manufacturing. The records include the following.</p> <ul style="list-style-type: none"> ① Manufacturing lot of refined tea ② Manufacturing date of refined tea ③ Manufacturing quantity of refined tea ④ Unrefined tea lot used for refined tea manufacturing 		
10.1.3.2	Major	Ingredients for refined tea	<p>Refined tea is manufactured under the following conditions.</p> <ul style="list-style-type: none"> ① There is no mixing of unrefined tea from other certified farms. ② There is no mixing of other ingredients that are not unrefined tea (e.g. brown rice) 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.2.1	Major	Establishment of a HACCP team	<p>The responsible personnel for product management sets up a HACCP team that includes the persons who have completed a minimum 2-day training course on HACCP and the general hygiene management based on the general principles of the CODEX food hygiene.</p> <p>* In the case of a producer group, a HACCP team can be established within a group.</p>		
17.6	Minor	Zoning of the manufacturing area of refined tea	The manufacturing area of refined tea is segregated from the manufacturing area of unrefined tea.		



Japan GAP Foundation

*Nihon nougyo kenkyujo Bldg. 4F, 3-29 Kioi-cho
Chiyoda-ku, Tokyo, 102-0094, Japan
Tel: (81) 3 5215 1112, Fax (81) 3 5215 1113
URL: <http://jgap.jp>
E-mail: info@jgap.jp
Printed: June 2016*