

JGAP

(Japan Good Agricultural Practice)

General Regulations 2016

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Introduction

JGAP has been developed and managed by the Japan GAP Foundation (hereafter Japan GAP Foundation). Japan GAP Foundation develops and manages JGAP in a fair and transparent manner. Japan GAP Foundation aims to contribute to the healthy development of Japanese agricultural and food industry, through the JGAP development and management based on the following principles:

Principles of JGAP

JGAP aims to establish agricultural production that is consistent and sustainable for human beings, the earth and 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 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 and 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 audit and certification. It should work as a standard that stands 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.

1. Scope

1.1 General scope

This document regulates all areas of operations of JGAP. Not only Japan GAP Foundation but all entities that are defined in this document, including farm/group, certification bodies, accreditation bodies and training institutes, are required to abide by the regulations in this document.

1.2 Options of JGAP audit and certification

There are three options of JGAP audit and certification. They all belong to the same scheme and are regulated in this document.

(1) JGAP audit and certification

Certification that is required for marketing of products within Japan

(It is based on the old version of the standard, and applications for certification under this option are accepted only until the end of August 2017.)

(2) JGAP Basic audit and certification

Certification that is required for marketing of products within Japan and in East Asia and South East Asia

(3) JGAP Advance audit and certification

Certification that is for the markets that require additional compliances on top of JGAP Basic

Farm/group can choose the certification option that is most suitable for their intended market. The options of certification, corresponding documents and JGAP labels are summarized in the table below. In order to get certified, the farms and producers need to comply with the corresponding standard documents.

Scheme name	Audit and certification options	Standard documents			JGAP Labels
		General Regulations	Control Points and Compliance Criteria for Farms	Control Points and Compliance Criteria for Group Administration	
JGAP	JGAP	JGAP 2016	<ul style="list-style-type: none"> • JGAP 2010 (Fruits and Vegetables) • JGAP 2012 (Grains) • JGAP 2012 (Tea) 	JGAP 2012	
	JGAP Basic		<ul style="list-style-type: none"> • JGAP Basic 2016 (Fruits and Vegetables) • JGAP Basic 2016 (Gains) • JGAP Basic 2016 (Tea) 	JGAP 2016	
	JGAP Advance		<ul style="list-style-type: none"> • JGAP Advance 2016 (Fruits and Vegetables) • JGAP Advance 2016 (Grains) • JGAP Advance 2016 (Tea) 		

In this document, when it refers to JGAP, JGAP Basic and JGAP Advance at the same time, it is referred as “JGAP”.

1.3 Relations between the audit and certification options

JGAP Advance certification meets all the requirements of JGAP Basic certification and JGAP certification. Therefore, when a JGAP Advance certified farm/group needs JGAP Basic certificate or JGAP certificate, a certificate is provided through an administrative procedure without any additional farm audit.

2. References

- (1) ISO/IEC 17067:2013 (Conformity Assessment - Fundamentals of product certification and guidelines for product certification schemes)
- (2) ISO/IEC 17011:2004 (Conformity Assessment - General requirements for accreditation bodies accrediting conformity assessment bodies)
- (3) ISO/IEC 17065:2012 (Conformity Assessment - Requirements for bodies certifying products, processes and services)
- (4) ISO 19011:2011 (Guidelines for auditing management systems)
- (5) IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling Issue 1, version3 (IAF MD1:2007)

3. Terms and definitions

(1) **GAP**

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

(2) **JGAP**

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. It is a scheme of product certification, and is based on ISO/IEC 17067.

(3) **Scheme**

Scheme refers to a system and procedure to operate a standard, including its development, training, management, audit and certification. Japan GAP Foundation is the scheme owner of JGAP, who is ultimately responsible for its operation.

(4) **JGAP documents**

Documents that are indicated in 5.1 of the General Regulations

(5) **JGAP standard**

Among JGAP documents, the following are JGAP standards for JGAP audit and certification

- JGAP General Regulations
- JGAP Control Points and Compliance Criteria for Farms
- JGAP Control Points and Compliance Criteria for Group Administration
- Guidelines

(6) **Farm**

Management entity which conducts the production of the agricultural produce, has the legal ownership of the agricultural produce, and has a unitary management system. A unitary management system means that it is run under the same capital and the management structure.

Farm management could be unitary or divided. When a farm management is unitary, one responsible person manage the organization through unified reporting and decision making line and the person can be ultimately responsible for the farm’s records. On the other hand, a farm could have multiple persons who are each responsible for particular sites or infrastructure. In that case, each management unit needs to implement the “JGAP Control Points and Compliance Criteria for Farms”. In addition, self-assessment, internal audit and

external audit need to specify the management unit that is being audited. The certificate also needs to specify that the management of the farm is not unitary. (Ref. 7.4 of the General Regulations)

(7) **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.

(8) **Group Administration**

An administrative body that is set up within a group to govern the organization based on the JGAP requirements. In principle, group administration needs to be a legal entity, but agricultural cooperatives that have a representative, address and contact numbers but do not have a legal entity can also be accepted. The group's representative needs to designate a group administrator. The designated group administrator is required to have sufficient knowledge on internal audit in order to manage its group members. It is allowed for a group representative to become a group administrator at the same time.

(9) **Certified farm**

A farm that has been audited and certified under JGAP. A farm that belongs to a certified group is also a certified farm, but it needs to acknowledge that the certificate is provided through the group. (Ref. (17) Certified products)

(10) **Certified group**

A group that has been audited and certified according to GAP

(11) **Farm/Group**

This term is used when it refers to both farm(s) and group(s)

(12) **Crop**

Plants that are under cultivation in the field. It does not refer to the produce that has been harvested.

(13) **Agricultural produce**

When crops are harvested from the farm, the harvested product is no longer called "crops" but is called "agricultural produce". Agricultural produce can be food, animal feed, ingredients for medical products, propagation materials such as seeds and nursery. Under JGAP, agricultural produce is categorized to "Fruits and Vegetables", "Grains" and "Tea".

(14) **Item**

It refers to items that are on the "JGAP standard item list".

(15) **Product**

Agricultural produce that is ready to be sent to a buyer from a farm or a group.

(16) **Food**

(17) Under JGAP, food refers to all edible and drinkable items **Certified produce**

Agricultural produce that meets all the following criteria

- a) Shipped from certified farms or groups within the certificate validity period
- b) Item that is listed on the JGAP certificate
- c) Handled in a produce handling facility that is listed on the JGAP certificate (when there is a produce handling facility on the farm)

(18) **Production process**

Series of production activities including cultivation process, harvesting process and produce handling process

(19) **Cultivation process**

Production activities in the field except for harvesting, such as sowing, nursery, transplanting, fertilizer application, agrochemical application, skiffing, pruning.

(20) **Harvesting process**

Harvesting of crops. In the case of tea, it refers to plucking. 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. Activities after this point are considered to be part of the produce handling process.

(21) 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).

(22) Site

Land that is used for crop cultivation, or infrastructure for crop cultivation such as a green house. It is a minimum unit of cultivation management. Sites need to be distinguished with different names for the following cases:

- a) For different agricultural produce or items under production (except for the cases of crop rotation or second crops, and the cases when the items are not defined during cultivation, such as tea).
- b) For different varieties (and when those varieties need to be identified at the point of sale)
- c) For different records of agrochemical application (when an application did not finish in one day, so the dates of application become different for each site, when each site has a different product applied, etc.)
- d) When the sites are so distant from each other that their risks are not the same
- e) When there can be risks of farm management, such as issues of traceability, when the sites are not distinguished and managed under the same name

(23) 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.

(24) Storage

Buildings whereby agrochemicals, fertilizers, fuel, agricultural machinery and other inputs and equipment are stored

(25) Produce handling facility

Facilities where produce is handled, such as work stations, pack houses, grain elevators and tea factories

(26) Outsourcing

Subcontracting activities that are directly related to agricultural production to external entities. Such activities include sowing, planting, agrochemical application, fertilizer application, skiffing, pruning, harvesting, plucking and produce handling. MRL analysis, equipment maintenance, infrastructure development, accounting etc. are not included, as they are not part of the agricultural production process. In the case of a group, support of agricultural activities among the group members is not considered to be outsourcing.

(27) Parallel production

Producing certified produce and non-certified produce of the same item on the same farm at the same time

(28) Parallel handling

When farm/group handles certified produce and non-certified produce of the same item at the same time

(29) Self-assessment

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

(30) Internal audit

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

(31) Group/farm management manual

Manual that is indispensable for managing a producer group and contains the following contents:

- a) Procedures for group governance, which meet the “JGAP Control Points and Compliance Criteria for Group Administration”
- b) Procedures for farm management under the responsibility of the group administration, which meet the “JGAP Control Points and Compliance Criteria for Farms.”
- c) Common procedures for farm management under the responsibility of the group members, which meet the “JGAP Control Points and Compliance Criteria for Farms.”

(32) Audit and certification

Third-party verification whereby a certification body assesses the compliance level of farm/group, according to the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration” and officially declares their compliance.

Note: GAP audit and certification includes both the process of agricultural production and the agricultural products that come out from the process

(33) Accreditation

Third-party attestation related to a certification body conveying formal demonstration of its competence to carry out conformity assessment for farm/group and the farm/group’s agricultural produce that under JGAP operation, based on JGAP General Regulations and ISO17065

(34) Board

In this document, the Board refers to the Board of Directors of the Japan GAP Foundation

(35) Technical Committee

In this document, the Technical Committee refers to the Technical Committee of the Japan GAP Foundation. It is a Committee that is in charge of the development of “General Regulations”, “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration”. Its chairman is responsible for overseeing the whole committee.

(36) Japan GAP Foundation Office

It is in charge of administrative works related to JGAP. The Secretary-General oversees the administrative management of JGAP.

(37) Violation of regulations by a farm/group

When a farm/group violates regulations that were defined based on “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration” or violates “General Regulations”

4. Operational structure of JGAP

The following table shows the division of functions among Japan GAP Foundation, farm/group, certification bodies, accreditation bodies and training institutes.

Table of operational functions				
Japan GAP Foundation (Scheme owner)	Farm/group	Certification bodies	Accreditation bodies	Training institutes
<ul style="list-style-type: none"> ▪ Development and management of JGAP (including general oversight and improvements) ▪ Issuing of farm/group registration number ▪ Disclosing the database of registered farm/group ▪ Issuing JGAP labels ▪ Development of training tools ▪ Approval of training institutes ▪ Registration of JGAP Trainers ▪ Registration of JGAP auditors 	<ul style="list-style-type: none"> ▪ Implementation of JGAP ▪ Self-assessment ▪ Internal audits ▪ Applications for audits ▪ Reports of corrective actions 	<ul style="list-style-type: none"> ▪ Training of auditors ▪ Processing applications for audits ▪ Planning and execution of audits ▪ Processing reports of corrective actions ▪ Certification decisions ▪ Issuing certificates ▪ Reporting the certification status to the Japan GAP Foundation 	<ul style="list-style-type: none"> ▪ Accreditation of certification bodies ▪ Issuing of accreditation certificates ▪ Reporting of the accreditation status to the Japan GAP Foundation 	<ul style="list-style-type: none"> ▪ Organizing training events ▪ Training of auditors ▪ Training of internal auditors ▪ Training of trainers

5. Development of JGAP documents and their management

5.1. JGAP documents

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

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

(1) JGAP General Regulations

It refers to this document, and it defines the procedures of JGAP audit and certification, use of JGAP labels and other general regulations related to JGAP.

(2) JGAP Control Points and Compliance Criteria for Farms

JGAP standard document that describes the objective control points and compliance criteria regarding farm management, food safety, environmental conservation, workers’ safety, human rights protection and welfare. There are documents for “Fruits and vegetables”, “Grains” and “Tea”.

(3) JGAP Control Points and Compliance Criteria for Group Administration

JGAP standard document that describes the objective control points and compliance criteria for group administration to achieve good group management.

(4) Guidelines

JGAP standard documents that supplement the above (1) - (3). Some contain great details and therefore were issued as separate documents. Some are temporary documents until the next version of the standard is issued. Each guideline indicates which control point of which document it supplements. The summary of the relations between the guidelines and their corresponding control points can be seen in the “Table of Guidelines” in the Japan GAP Foundation’s website.

(5) Technical letter

Information that explains the above (1) – (4). Japan GAP Foundation emits technical letters on issues that have received many inquiries from certification bodies and from farm/group and on issues that require additional explanation, on an irregular basis through its website.

(6) Detailed rules

Detailed rules to supplement “JGAP General Regulations”

(7) JGAP standard item list

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

5.2 Responsibilities regarding the development of JGAP documents and their management

Document	Development	Approval	Identification of versions	Frequency of revision
JGAP General Regulations	Technical Committee	Board	Version No.	Once a year
JGAP Control Points and Compliance Criteria for Farms	Technical Committee	Board	Version No.	Once in 4 years
JGAP Control Points and Compliance Criteria for Group Administration	Technical Committee	Board	Version No.	Once in 4 years
Guidelines	Technical Committee	Board	Issue date	When necessary
Technical letters	Technical Committee	Technical Committee Chairman	Issue date	When necessary
Detailed rules (only when they are related to JGAP)	Secretary-General	Technical Committee Chairman	Issue date	When necessary
JGAP standard item list	Secretary-General	Technical Committee Chairman	Issue date	When necessary

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

- (1) When a new JGAP standard document is approved, the Secretary-General needs to decide the issue date, considering the period that is necessary for the stakeholders to understand and to adapt to the new document. An issue date for a “JGAP Control Points and Compliance Criteria for Farms” means the date on which an application for an audit based on a new document can be accepted. For the other documents, an issue date is when the new document becomes applicable.
- (2) When a new version of the standard is issued, “JGAP General Regulations” and “Detailed rules” lose their validity. However, the non-compliances that were identified during the validity of the old version need to be closed through corrective actions based on the requirements of the old version, even if the new version is issued during the period of corrective actions.
- (3) When new versions for “JGAP Control Points and Compliance Criteria for Farms”, “JGAP Control Points and Compliance Criteria for Group Administration” and their “Guidelines” are issued, the applications for audits based on the old version are accepted for one year.

5.4 Management of translated documents

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

5.5 Communication regarding new versions

Publication and issuing of new versions are conducted through the Japan GAP Foundation’s website. As necessary, the Japan GAP Foundation notifies stakeholders, such as certification bodies.

6. Scope of JGAP audit and certification

6.1 Products that can be audited and certified

(1) *Products within the certification scope*

For each category of produce (Fruits and vegetables, Grains, Tea), the products that are listed on the “JGAP Standard Item List” can be with the scope of audit and certification.

In principle all the products of the farm/group that opt for certification should be within the certification scope, but the farm/group are allowed to select the products that they wish to include in the scope.

(2) *Parallel production*

Parallel production in the case of unitary management of a farm (Ref. definition of “Farm” in this document) is not allowed.

(3) *Parallel handling*

Parallel production in the case of unitary management of a farm (Ref. definition of “Farm” in this document) is not allowed.

6.2 Process that can be audited and certified

(1) *General principle*

All the production process of a farm/group is within the scope of audit and certification. Depending on a product, harvesting and/or produce handling becomes non-applicable. However, a cultivation process can never be non-applicable. It is not possible to certify only the produce handling process, excluding the cultivation and harvesting processes.

(2) *Produce handling process*

The certification scope for produce handling process is defined in the “JGAP Standard Item list”. For shipment of products (loading, transportation and delivery), the certification scope covers until the ownership of the products or the responsibility over the products is transferred to the buyer. As for the produce handling process of rice and tea, a farm/group can select the certification scope as below:

- a) Produce handling process of rice - up to unhulled rice/ up to brown rice/ up to polished rice
- b) Produce handling process of tea – up to fresh leaves/ up to unrefined tea/ up to refined tea

(3) *Processes within the certification scope*

The following table shows the applicable production processes category for each produce category. Applicable production processes category need to be indicated in the certificates.

【Production process category】

Production process		Production process category		
		Fruits and Vegetables	Grains	Tea
Cultivation process	From sowing/planting up to harvesting	Cultivation	Cultivation	Cultivation
Harvesting process	Harvesting, trimming/ packing/ temporal storage on a farm, loading/ transportation/ delivery to a produce handling facility	Harvesting	Harvesting	Plucking
Produce handling process	Trimming/ sorting/ processing at a produce handling facility up to the delivery of products to a buyer	Produce handling	Produce handling	Produce handling

	Final processing at a produce handling facility up to the delivery of products to a buyer	N/A	Polishing	Processing
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(4) Production process that is outsourced

When a farm/group is outsourcing a part of a production process, the outsourced process needs to comply with the JGAP standard. Therefore, the outsourced process is also included in the certification scope.

7. Principles of JGAP audit and certification

7.1 JGAP audit and certification

(1) Options of audit and certification

There are the following options of JGAP certification

- a) Individual audit and certification: Compliance against the “JGAP Control Points and Compliance Criteria for Farms” is audited for certification
- b) Group audit and certification: Compliance against the “JGAP Control Points and Compliance Criteria for Group Administration” and the “JGAP Control Points and Compliance Criteria for Farms” is audited for certification

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

(3) Average duration of audits

The following table shows average durations of audits. When estimating the duration of an audit, a certification body needs to take into consideration various factors, such as the farm’s audit history, whether the farm has a unitary management, the number of items, complexity of the production process, the locations of sites and facilities and the number of workers. When duration of an audit goes way beyond or below the estimated time, the certification body needs to explain the reasons.

a) JGAP or JGAP Basic audit and certification

1. Individual farm audit

Produce	Audited production process category	Duration of an audit
Fruits and Vegetables	Cultivation and harvesting	2 – 4 hours
	Cultivation, harvesting and handling	4 - 6 hours
Grains	Cultivation and harvesting	2 - 4 hours
	Cultivation, harvesting and handling	4 - 6 hours
	Cultivation, harvesting, handling and polishing	6 - 8 hours
Tea	Cultivation and plucking	2 - 4 hours
	Cultivation, plucking and handling	6 - 8 hours
	Cultivation, plucking, handling and processing	8 -10 hours

2. Group audit

- Group Administration → 4 – 8 hours (depending on the degree of centralization of activities at the group level)
- Each member farm and produce handling facility → 2 – 4 hours (depending on the degree of centralization of activities at the group level)

b) JGAP or JGAP Basic audit and certification

1. Individual farm audit

Produce	Audited production process category	Duration of an audit
Fruits and Vegetables	Cultivation and harvesting	4– 6 hours
	Cultivation, harvesting and produce handling	6 - 8 hours
Grains	Cultivation and harvesting	4 - 6 hours
	Cultivation, harvesting and produce handling	6 - 8 hours
	Cultivation, harvesting, handling and polishing	8 - 12 hours
Tea	Cultivation and plucking	4 - 6 hours
	Cultivation, plucking and handling	8 - 12 hours
	Cultivation, plucking, handling and processing	12 -14 hours

2. Group audit

- Group Administration → 6 – 10 hours (depending on the degree of centralization of activities at the group level)
- Each member farm and produce handling facility → 3 – 6 hours (depending on the degree of centralization of activities at the group level)

7.2 Required compliance level for JGAP certification

- (1) All the control points in the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” need to be audited, and the result for each control point is defined to be “Non-applicable”, “Compliant” or “Non-compliant”. When a control point is “Non-applicable”, its justification is necessary. When a compliance criterion includes a procedure, a producer does not need to follow the particular procedure and can choose an alternative procedure that equally controls the risks, as long as the alternative procedure is justified through a risk assessment. When it is surveillance, the control points that were non-compliant in the previous audits will be given a focus.
- (2) There are three levels for the control points of the “JGAP Control Points and Compliance Criteria for Farms”.
 - a) Major Must: Criteria that are critical and the most important from the perspective of legal compliance
 - b) Minor Must: Criteria that are very important to comply with
 - c) Recommendation: Criteria that do not affect the result of an audit but are important in order to achieve an ideal farm management
- (3) As a result of an audit, a certificate is granted when the following level of compliance is verified. A farm that has been granted with a certificate can be called “JGAP certified farm”, and a group that has been granted with a certificate can be called “JGAP certified group”.

[For individual farm certification]

- 100% compliance against the applicable Major Must control points of the “JGAP Control Points and Compliance Criteria for Farms”
- 95% compliance against the applicable Minor Must control points of the “JGAP Control Points and Compliance Criteria for Farms”

[For group certification]

- 100% compliance against the applicable control points of the “JGAP Control Points and Compliance Criteria for Group Administration”
- 100% compliance against the applicable Major Must control points of the “JGAP Control Points and

Compliance Criteria for Farms”

- 95% compliance against the applicable Minor Must control points of the “JGAP Control Points and Compliance Criteria for Farms”

7.3 Timing and conditions of audits

There are certain production activities that are seasonal. If audits take place at the same time of the year every year, certain activities may never be verified. In order to be able to verify all the important activities, the validity of a JGAP certificate is set to be 2 years, and there is surveillance in the second year of the certificate validity, which has to be conducted in certain timing. Therefore, the cycle of the audits would be: first audit → surveillance → renewal audit → surveillance → renewal audit, and so on. The timing and conditions of audits are defined below:

(1) First audit

A first audit takes place when a farm/group applies for a JGAP audit for the first time, or when a formally-certified farm/group reapplies for a JGAP audit after the certificate validity has expired. A first audit verifies whether the farm/group complies with the criteria in the standard and has an operational system to sustain the compliance. A certificate is valid for two years from the date of certification. During a first audit, at least one item that is on the audit application form needs to be physically present (*Note 1) on the farm. When a farm/group decides to change its certification body within the certificate validity, the subsequent audit would be treated as a renewal audit.

*Note1: “Physically present” means that the product is under the process of cultivation, harvesting or produce handling on the farm during the audit.

(2) Surveillance

a) General principles

Surveillance is an audit to verify that a certified farm/group is maintaining the compliance against the standard between the first audit (or the previous renewal audit) and the next renewal audit.

Surveillance needs to take place within 18 months from the date of certification, at the timing that is indicated by the certification body. During surveillance, at least one item that is on the audit application form needs to be physically present on the farm. Surveillance is conducted when an important activity, such as produce handling, is taking place.

b) JGAP and JGAP Basic audit and certification

At a renewal audit, if a certification is granted without any need of corrective action, the certification body may decide that surveillance is not necessary. This exemption rule is not applicable for a first audit, so farm/group always needs to have surveillance.

(3) Renewal audit

A renewal audit verifies that a certified farm/group continues to comply with the standard between the previous surveillance and the current renewal audit, and holistically evaluate the farm/group’s performance during the certificate validity period. After a renewal audit, the certificate validity can be extended for two years, and a new certificate would be issued.

A renewal audit can be conducted from 6 months before the expiry of a certificate, considering the time necessary to correct the non-compliances identified during the audit. During a renewal audit, at least one item that is on the audit application form needs to be physically present on the farm.

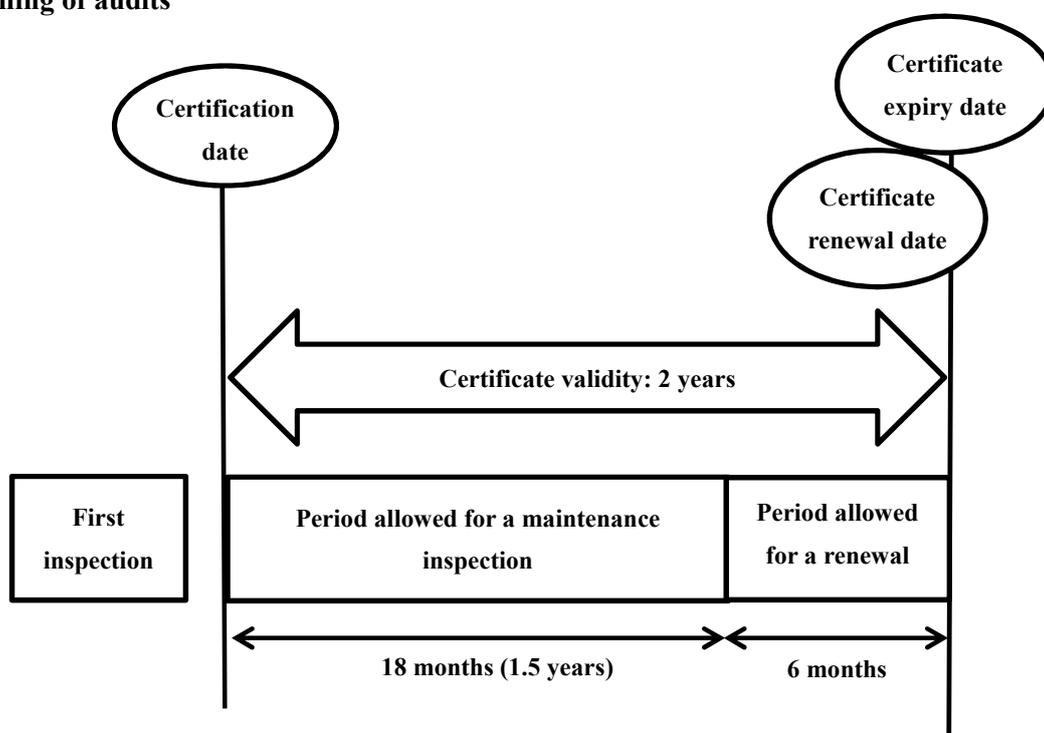
(4) Additional conditions

- At a first audit, surveillance or renewal audit, the produce handling process of at least one item that is on the certificate must to be audited.
- When possible, all the items that are on the certificate should be audited during the certificate validity. When

it is not possible, the certification body determines the number of items that should be audited. For example, in the case of fruits and vegetables, a certification body determines the items to be audited based on the type of vegetables (leafy vegetables, root vegetables, fruit vegetables) and cultivation methods (hydroponic cultivation or soil cultivation, outdoor cultivation or indoor cultivation).

- c) When there are multiple items on a certificate, the items that have not been audited in the previous audits should be given a priority for audit.
- d) When there are multiple sites and facilities, the sites and facilities that have not been audited in the previous audits should be given a priority for audit.
- e) During a surveillance, the production process that has not been audited in the previous audits should be given a priority for audit.
- f) When the corrective actions for the non-compliances identified in a surveillance are not conducted within the period defined in 8.3 (7) of this document, a certification could be suspended or revoked even during the certificate validity period. (Ref. 9.3 of this document)
- g) When renewal audits are repeated based on 7.3 (3) of this document, the date of renewal certification becomes the same each time. When a farm/group wishes to change the date of renewal certification, it can apply for a reduction of certificate validity period and conduct a renewal certification prior to the date. It is not allowed to extend the certificate validity to change the date of renewal certification.
- h) When a first audit or a renewal audit has been conducted based on the old version of the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration”, the surveillance should be conducted using the same documents. The farm/group can choose to have the surveillance using a new version, but the certificate needs to be reissued in this case.

Timing of audits



7.4 Certification date, validity period and items on a certificate

A certificate is a document that demonstrates that a farm/group is granted a JGAP certification by a certification body.

- (1) A certification date is when a certification body makes the decision on certification. In the case of a first audit, it is referred as a certification date, and in the case of a renewal audit, it is referred as a certificate renewal date.
- (2) The validity of certification is 2 years from a certification date.
- (3) The design of a certificate can be decided by a certification body. A certificate needs to stipulate the following content:

a) Basic information

- ① JGAP trademark
- ② Option of certification (JGAP certification, JGAP Basic certification or JGAP Advance certification)
- ③ Name of the certification body, its trademark and the name of the responsible person
- ④ (In the case of an individual farm certification,) name of the farm and its address
(When the management is not unitary, also) identification name and address for each management
- ⑤ (In the case of a group certification,) name of the group, address of the group administration office, names of the member farms and their addresses
(When the management is not unitary, also) identification name and address for each management
- ⑥ Registration number as required in 8.1 (4); a certification body can put its own identification number for the farm at the same time.

b) Detailed information

- ① Version number of the “JGAP Control Points and Compliance Criteria for Farms” and the “JGAP Control Points and Compliance Criteria for Group Administration” used in the audit
- ② Produce category of the certified products (“Fruits and Vegetables”, “Grains” or “Tea”)
- ③ Product item names; In the case of a group certification, product item names need to be written for each farm. The names need to be on the “JGAP Standard Item List”.
- ④ Certified production processes category (Ref. 6.2 (3) of this document); in the case where a produce handling facility is included in the certification, its name and address need to be written, even when the produce handling is outsourced.
(When the management of the produce handling facility is not unitary, also) identification name and address for each facility

c) Dates

- ① Certification date or renewal certification date
- ② Certificate validity period

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

8.1 Application for an audit and fixing the audit date

A farm/group opting for JGAP certification applies for an audit to a certification body. Certification bodies are the entities that are accredited based on the regulations in this document. Any JGAP audit or certification conducted by entities that are not accredited is not approved by Japan GAP Foundation.

A farm/group applies for an audit by filling the form prepared by a certification body. The form must contain the following information. When a farm or a produce handling facility is not under a unitary management, the below items from (1) f) up to l) need to be filled per each management. When the farm/group has not agreed with the terms of agreement on the form, or when the certification body discovers that the farm/group belongs to antisocial forces, the certification body has a right to decline an application.

(1) Information required for applications

a) Option of audit and certification

Individual farm certification or Group certification, JGAP certification, JGAP Basic certification

or JGAP Advance certification

- b) Type of audit
First audit, Surveillance or Renewal audit
- c) Requested timing of audit
Refer to 7.3 of this document. Certification bodies have duties to clearly explain 7.3 of this document to farm/group.
- d) Name of the farm instructor
- e) Standards used to verify compliance>(*Note 2)
 - ①The version number of the “JGAP Control Points and Compliance Criteria for Farms” and the produce category (Fruits and vegetables, Grains or Tea)
 - ②The version number of the “JGAP Control Points and Compliance Criteria for Group Administration”

*Note 2: In the case of benchmarking between JGAP and other GAP schemes, the name and the version number of the standard document whose equivalence to JGAP has been recognized (Ref. 16 “Benchmarking between JGAP and other GAP schemes” of this document) needs to be used in the audit.

- f) Items to be audited (need to be on the “JGAP Standard Item List”)
 - g) Basic information of the farm/group to be audited
Name of the farm or the group, name of the farm or group representative, address, name of the top management, contact information, total area of the sites(a/ha), (in the case of a group) whether the member is new and has been added to the group after the previous maintenance or renewal audit
 - h) Information of the sites
Name of the site, items growing in each site and their state during the audit (absent/ under cultivation/ under harvest/ under storage), area for each site
In the case of a group, the above information needs to be written for each member farm.
 - i) Information of the produce handling facility
Management entity of the facility, name, manager, responsible person, address, contact information, whether the facility belongs to a subcontractor or not, activities conducted in the facility
 - j) Information of subcontractors
Processes that are outsourced, name, address and contact information of the subcontractors, the state of third-party certification of the subcontractors (Ref. 8.2 (4) d) of this document)
 - k) Verification of corrective actions after a self-assessment (in the case of an individual farm certification) or after an internal audit (in the case of a group certification)
 - l) (In the case of a group certification) organizational diagram and a document that stipulates the roles and responsibilities between the group administration and the member farms
- (2) An certification body decides the audit duration (Ref. 7.1 (3) of this document) considering the information submitted in the form and sets the audit date with the applicant farm/group (including the subcontractors that need to be audited)
 - (3) Prior to an audit, the certification body reports the content of the application form to the Japan GAP Foundation.
 - (4) When it is a first audit, the Japan GAP Foundation provides the farm/group’s registration number to the certification body.
 - (5) The certification body selects an auditor that is registered under the Japan GAP Foundation. When selecting an auditor, 11.2.8 and 11.3.9 of this document need to be considered.

8.2 Planning an audit and sampling

- (1) A certification body needs to organize an auditor that meets the criteria in this document. In the case of a group audit, the audit team leader needs to be selected. A certification body needs to verify in advance that there is no interest between the farm/group and the auditor.
- (2) A certification body needs to develop an audit plan and agree upon it with the farm/group. The means of transportation, arrangement for accommodation and meals also need to be coordinated with the farm/group and agreed upon.
- (3) Only the farms, sites and facilities that are written in the application are going to be audited. When an organization of a group or a management structure is complicated, and when an certification body finds it difficult to develop an audit plan, it can request for an additional information, such as a group management manual.
- (4) In the case of an individual farm audit;
 - a) The farm that has been indicated in the application form is to be audited. When the management is not unitary, each management unit is to be audited.
 - b) When there are multiple sites on the farm, samples of sites that reflect the management condition of the farm can be selected.
 - c) The produce handling facility that has been indicated in the application form is to be audited. If there are multiple produce handling facilities and their management is not unitary, each management unit needs to be audited. When the management is unitary but there are multiple produce handling facility, the auditor can take samples of audit spots that are over the square root, considering the complexity of the process, past audit history and timing of the audit.
 - d) When a production process that is important for food safety is outsourced, and the subcontractor is not certified by JGAP or other third-party certification schemes recognized by the Japan GAP Foundation, the auditor needs to audit the subcontractor. When the same process is outsourced to multiple subcontractors, the auditor can select samples that are over the square root.
- (5) In the case of a group audit;

- a) Audit of a group administration and member farms

In the case of a group audit, the group administration and samples of more than the square root of the number of the member farms need to be audited(*Note 3).

An certification body decides which member farm is to be the sample, considering the group's organizational structure, the roles and responsibilities of the group administration and the member farms, production items, cultivation method, cultivation area and the past audit history. The selected sample farm need to be specified to the group administration 7 days prior to the start of farm audit (*Note 4).

When more than one auditor is involved in the group audit, all the auditors should be present for the audit of the group administration. When any auditor is not present during the audit of the group administration, the person needs to be informed about the results of the audit, before the farm audits.

For a first audit or a renewal audit, farm audits need to be completed within one month from the audit of the group administration.

*Note 3: Upon the audit of the group administration, if the certification body has doubts about the group's capacity to manage its members and conduct credible internal audits, the certification body can select additional samples of farms to be inspected. Candidate for the additional sample farms are included in the audit plan in advance.

*Note 4: An certification body determines the duration of audit for the group administration and the member farms, and the number of member farms to be sampled, based on the group's "organizational diagram" or "roles and responsibilities of the group administration and the member farms" that are submitted upon the application. For example, when the group administration plays a bigger role and takes most of the responsibilities, the audit of the group administration requires more time, and the farm audit

can be just around 2 hours. On the other hand, when each member farm has more roles and responsibilities, farm audits require more time and the number of sample farms need to be increased. Moreover, when a sample farm does not have a unitary management, the audit needs to be conducted for each management unit, so it would require more audit time.

b) Audit of a produce handling facility

Audit of a produce handling facility in a group audit should be conducted in the same manner as an audit of an individual farm (Ref. 8.2. (4) c) of this document).

c) Audit of a subcontractor

Audit of a subcontractor in a group audit should be conducted in the same manner as an audit of an individual farm (Ref. 8.2. (4) c) of this document).

8.3 Conducting an audit and receiving a corrective action report

- (1) An certification body conducts an audit based on the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration”
- (2) Even when the audit is limited only to certain products, if the inadequate handling of other products, inputs and machinery are posing food safety risks to the products to be audited, or are posing some environmental risks or risks to the workers’ safety, human rights and welfare, the auditor may raise non-compliances.
- (3) A certification body needs to record the audit result, report it to the farm/group after the audit, and request for corrective actions for the non-compliances.
- (4) In the case of a group audit, the audit team leader reports the result to the group representative, after all the audits are completed. When a group audit is conducted by multiple auditors, the team leader needs to compile all the findings and non-compliances identified by the team members, prior to the closing meeting with the group representative.
- (5) The farm/group administration can ask questions to the auditor regarding the audit result. Observers of the audit are not allowed to speak during the audit without the permission of the auditor.
- (6) After the audit, the farm/group needs to conduct corrective actions for the non-compliances detected during the audit. After submitting the corrective action report, the farm/group may obtain a certification. However, in the following cases, the corrective actions need to be verified by the auditor on site:
 - a) An auditor has specified that the non-compliance needs to be verified on site, and the certification body confirms the need.
 - b) The result of the audit shows less than 70% compliance of the Major Musts.
- (7) A corrective action report needs to be submitted within 4 weeks after the audit date. When it is necessary to verify the corrective actions on site, the visit needs to be conducted within 8 weeks after the audit date.

8.4 Certification decision

- (1) The certification body takes the decision upon certification. The auditors of the farm/group and any other people who has an interest upon the certification decision must not be involved in the decision making process. After the certification decision, the certification body can issue a certificate, or request for further corrective actions or a re-audit.
- (2) The certification body which made the certification decision needs to issue the certificate.

8.5. Registration and disclosure of information

The certification body reports the registration information of a JGAP certified farm/group to the Japan Gap Foundation. The Japan GAP Foundation discloses the certified farm/group’s name and its certified products on the website of Japan GAP Foundation.

8.6 Cost associated with a JGAP audit and certification

- (1) Cost of audit and certification

A certification body sets a fee and requests a payment from farm/group.

(2) Registration fee for JGAP certified farm/group

A farm/group that has been granted with JGAP certification needs to pay a registration fee as a JGAP certified farm/group to the Japan GAP Foundation, through the certification body.

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

8.7 Process after JGAP certification

8.7.1 Adding a new item after certification

- (1) When a farm/group wishes to add a new product item on the certificate, it needs to apply for the addition to its certification body.
- (2) The certification body needs to verify that the production process for the item to be added meets the criteria of the standard, and takes the decision to accept the addition. For the verification, an on-site audit may be conducted.
- (3) After the verification, if the addition is granted, the certificate will be reissued, and the newly added item can be treated as a certified product.
- (4) The certification body reports the changes on the certificate to the Japan GAP Foundation.

8.7.2 Adding a new site after certification

A certified group/farm can verify whether the site to be added to the certification complies with the “JGAP Control Points and Compliance Criteria for Farms”, and if the compliance can be verified, the new site can be added. The produce coming from the newly added site can be treated as JGAP certified products. It is not required to report adding of a new site to the certification body.

8.7.3 Adding a new produce handling facility after certification

- (1) When a certified group/farm wishes to add a new produce handling facility to the certificate to treat the produce handled in the facility as certified products, it needs to apply for the addition of the facility to the certification body.
- (2) The certification body needs to verify that the new produce handling facility meets the criteria of the standard, and takes the decision to accept the addition. For the verification, an on-site audit may be conducted.
- (3) After the verification, if the addition is granted, the certificate will be reissued. The produce handled in the newly added facility can be treated as certified products.

8.7.4 Adding a new farm to the group after certification

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

8.8 Changing certification bodies

- (1) When a farm/group wishes to change certification bodies;

When a certified farm/group changes its certification body, the following audit will be treated as a renewal audit. The farm/group needs to submit a copy of the current certificate and a copy of the audit report that includes the list of non-compliances, which were provided by the current certification body, to the new certification body. The remaining period of the current certificate becomes invalid, and the new certificate issued by the new certification body becomes valid.

- (2) When an certification body wishes to handover certified farms/group;

When a certification body loses its accreditation status or downsizing the scope of accreditation, and need to handover its certified farm/group to another certification body, the certificates will continue to be valid until their expiry dates. When a farm has not yet received surveillance, the new audit and certification body conducts an audit for transfer so that the certification can be maintained. The previous certification body needs to submit copies of the current certificates and copies of the audit reports that include the list of non-compliances and things to be verified in the subsequent audits, to the Japan GAP Foundation. The new certification body receives the above documents from the Japan GAP Foundation to conduct audits for transfer.

8.9 Extraordinary audit

- (1) When a certification body receives a complaint or information regarding disreputation against JGAP compliance of its certified farm/group, it can conduct an extraordinary audit to the farm/group. An extraordinary audit is conducted on site.
- (2) A certification body cannot make prior notice of more than 48 hours (2 business days) to the farm/group. The farm/group can refuse an extraordinary audit, only when there are justifiable reasons, such as health issues. When an extraordinary audit is refused, the certification body immediately needs to fix a new audit date.
- (3) An extraordinary audit focuses on the control points that are related to the disreputation against JGAP compliance as have been reported in (1). When it is necessary to verify any on-going activity, the timing of the audit can be considered. The audit report should stipulate clearly that it was an extraordinary audit, and it should be submitted to the accreditation body and to the Japan GAP Foundation. Other matters should be conducted equally as a normal audit and certification. The cost of an extraordinary audit needs to be bared by the farm/group.
- (4) When the Japan GAP Foundation decides that an extraordinary audit by the certification body was not sufficient, it conducts its own investigation (Ref. 17.4 of this document).

9. Rights and duties of JGAP certified farm/group and revocation of certificate

9.1 Rights of JGAP certified farm/group

- (1) A certified farm/group can submit a complaint to the certification body. When the certification body does not respond properly to the complaint, the certified farm/group can submit the complaint to the accreditation body or to the Japan GAP Foundation. (Ref. 17. “Complaint management, scheme improvement and public review by stakeholders” of this document)
- (2) The Japan GAP Foundation, accreditation bodies and certification bodies must treat all reports and other documents regarding the production process and audit results of the farm/group with confidentiality. No information should be disclosed to a third party, unless the farm/group has signed a written agreement in advance. According to 8.5, the name of the certified farm/group and the certified products can be published on the Japan GAP Foundation’s website as a means for buyers and consumers to verify the JGAP certification status of producers.

9.2 Duties of JGAP certified producers

- (1) A certified farm/group is responsible for complying with the applicable control points of the “JGAP Control Points and Compliance Criteria for Farms” and “JGAP Control Points and Compliance Criteria for Group Administration” that are written on the certificate.
- (2) A farm/group must not be audited and certified by more than one certification body at the same time.
- (3) A certified farm/group is responsible for updating its certification body about the changes of the products, produce handling facilities, list of members and their data that are written on the certificate
- (4) If a certified farm/group decides to outsource part of the production process to a subcontractor, it must ensure that the subcontractor complies with the JGAP standard.
- (5) A certified farm/group must accept an extraordinary audit (Ref. 8.9 of this document), when one is requested.
- (6) When a certification body revokes a certificate and requests the farm/group to return its certificate, the farm/group must do so.

9.3. Revocation of a certificate

A certificate could be revoked under the following situations. The decision for revocation is taken by certification bodies. In order to make the decision, an certification body may conduct an extraordinary audit (Ref. 8.9 of this document). Prior to the revocation, an audit and certification makes a written warning to the farm/group, but it may immediately revoke the certification without notice. The warning is sent to the farm/group 4 weeks before the revocation, and the certificate is temporarily suspended during the warning. The use of the JGAP logos is also prohibited during the warning. The certification body reports the suspension or revocation of a certificate to the Japan GAP Foundation. The Japan GAP Foundation constantly updates the certification status of all the registered farm/group. When the reason for revocation is malicious and it can threaten the credibility of the certification, it may be announced in the Japan GAP Foundation’s website, and the Japan GAP Foundation may take legal action to the farm/group.

- (1) When a violation of regulations has been detected and has been indicated to the farm, but the farm is not willing to conduct a corrective action, or the farm has not taken any action for more than 3 months.
- (2) When non-compliances have been detected on a member farm as a result of an internal audit, but the group administration and/or the member are not willing to take a correction action, the group administration is not willing to remove the member from the group, or the group administration and/or the member have not taken any action for more than 3 months.
- (3) When a farm/group has intentionally mislabeled its products to disguise their origin or to abuse the JGAP logos, and the mislabeling has led to the loss of consumers’ trust, or violation of agricultural laws, food safety laws, environmental laws or labor laws. The certification body considers that the farm/group should not be holding a JGAP certificate.
- (4) When a farm/group does not pay the required fees related to audit and certification
- (5) When the farm/group declares bankruptcy, corporate reorganization or civil rehabilitation, or when a farm/group is going through dishonor of bills, attachment for delinquent tax and public dues, execution of foreclosure or an equivalent situation
- (6) When an inadequate relationship between the farm/group and the auditor is discovered, and the result of audit cannot be credible
- (7) When a certified farm/group does not apply for a subsequent audit, despite that the certification body has prompted the farm to apply for an audit, and the subsequent audit could not be conducted within the time limit stipulated in 7.3 of this document(*Note 5) (except for when a farm/group has transferred to a new certification body)

*Note 5: When the certificate has already expired, the certification will be revoked. When the certificate is still valid, the certification will be

temporarily suspended. If the farm/group applies for an audit during the suspension period, it can have a renewal audit. When the renewal certification date becomes after the farm/group's certificate validity date, it will be treated as a first audit.

10. Labeling regarding JGAP certification

10.1 the JGAP logos

The JGAP logos (logos that contain the word JGAP) are scheme logos whose copyright belongs to the Japan GAP Foundation. It represents agricultural produce that has been produced under farm management that takes care of food safety, environmental conservation, human rights and welfare. The JGAP logos are not a consumer-facing agricultural brand but a means to communicate the management method of the farm/group that has produced the product.

10.2 Types of the JGAP logos, their allowed use and display methods

There are two types of logo: JGAP Certified Farm logos and JGAP Products Used logos.

10.2.1 JGAP Certified Farm logos

(1) What is JGAP Certified Farm logos

It is logos that show that is a JGAP certified produce, and only certified farm/group can receive a permission from the Japan GAP Foundation to use the logos. JGAP Certified Farm logos contain the registration number, provided in 8.1 (4) of this document.

There are two kinds of JGAP Certified Farm logos.

a) JGAP Basic Certified Farm logo

Farm/group that has obtained JGAP certification, JGAP Basic certification or JGAP Advance certification can use this logo.



登録番号 123456789

JGAP Basic Certified Farm logo



Reg.123456789

JGAP Basic Certified Farm logo in English

b) JGAP Advance Certified Farm logo

Only JGAP Advance certified farms/group can use this logo.



Reg.123456789

JGAP Advance Certified Farm logo

- (2) Display conditions and display methods of JGAP Certified Farm logos
 - a) JGAP Certified Farm logos can be displayed only on certified produce.
 - b) Certified farm/group can put JGAP Certified Farm logo on their produce, but wholesalers and retailers are not allowed to put the logos on the produce after it has already left the farm. Only under the supervision of a certified farm/group, JGAP Certified Farm logos can be used at the point of purchase advertising.
 - c) When JGAP Certified Farm logos are used, the name of the certified farm/group also needs to be written on the display. The logo and the name of the farm/group need to be displayed so that both are visible at the same time, and the size of the logo needs to be big enough so that the registration number is visible.
 - d) When there will be an additional display on a product or an advertisement material to explain about JGAP, the wordings that have been defined by the Japan GAP Foundation should be used. The defined wordings correctly explain the JGAP logos, and the farm/group are not allowed to use other wordings. However, certified farm/group can make proposals, and the Japan GAP Foundation will consider adding the proposed wording to the current one.
- (3) Logo display

JGAP Certified Farm logos are allowed to be placed on the following usage:

 - a) Certified products or packaging materials of certified products
 - b) Name cards, signboards, websites, brochures and other advertisement materials of a certified farm/group.

Only for the materials listed in b) can also carry the logo of an accreditation body or of a certification body. In that case, JGAP Certified Farm logo, the accreditation body logo and the certification body logo need to be displayed together. The display of the logos of an accreditation body and a certification body needs to follow their instructions.
- (4) Cost for using JGAP Certified Farm logos

There is no cost associated with the use of JGAP Certified Farm logos, regardless of the frequency of use

10.2.2 JGAP Products Used logos

(1) What is JGAP Products Used logos

It is logos that show that the product is made of certified produce. The manufacturer of the product (hereafter called “JGAP Products Used logo user”) can use the logos, upon obtaining approval from the Japan GAP Foundation. JGAP Products Used logos contain the registration number of the JGAP Product Used logo user, which is issued by the Japan GAP Foundation.

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

There are the following two types of JGAP Products Used logos

a) Products made of JGAP Basic Products Used logo

The logo can be displayed on the products that have been made of JGAP certified, JGAP Basic certified or JGAP Advance certified produce.



登録番号 123456

JGAP Basic Products Used logo



Reg.123456

JGAP Advance Products Used logo in English

b) JGAP Advance Products Used logo

The logo can be displayed on the products that have been made of JGAP Advance certified produce.



Reg.123456

JGAP Advance Products Used logo

(2) Display conditions and display methods of JGAP Products Used logos

- a) All the ingredients of the product need to be certified produce
- b) All the ingredients that are not agricultural produce need to have obtained the approval to use JGAP Products Used logos, except for the ones that are listed in the “Detailed rules regarding the JGAP logo use”
- c) Only JGAP certified produce users or their subcontracted manufacturers that have obtained an approval from the Japan GAP Foundation can display JGAP Products Used logo on their products.
- d) When using JGAP Products Used logos, the name of the JGAP Products Used logo user, which has been approved by the Japan GAP Foundation, needs to be displayed on the product or advertisement material at the same time. The size of the logo needs to be big enough so that the registration number is visible.
- e) When there will be an additional display on a product or an advertisement material to explain about JGAP, the wordings that have been defined by the Japan GAP Foundation should be used. The defined wordings correctly explain the JGAP logos, and the farm/group is not allowed to use other wordings. However, certified farm/group can make proposals, and the Japan GAP Foundation will consider adding the proposed wording to the current one.
- f) It is optional to put the name of the certified farm/group that has produced the ingredients. When it is

displayed, the name and its registration number should be displayed.

(3) Logo display

JGAP Products Used logos are allowed to be placed on the following locations:

- a) Packaging materials of products that are made of certified produce and products that have JGAP Products Used logo
- b) Advertisement materials and websites for the products that are made of certified produce and products that have JGAP Products Used logo

(4) Conditions for JGAP Products Used logo users

JGAP Products Used logo users that meet the following conditions can obtain an approval from the Japan GAP Foundation to use the logos.

- a) The manufacturing facilities (including subcontracted facilities) that are producing the products with JGAP Products Used logos have a third-party certification that is recognized by the Japan GAP Foundation.
- b) The user ensures that the ingredients for the products that carry JGAP Products Used logos have obtained approval for use of JGAP Certified Farm logos and JGAP Products Used logos.
- c) The user keeps the documents regarding purchase, manufacturing and shipment that demonstrate that the process meets the conditions in (2) above. The documents must be submitted to the Japan GAP Foundation at the time of an audit. The Japan GAP Foundation must keep the confidentiality of the documents regarding the manufacturing process and sales of the JGAP Products Used logo user.
- d) The user submits a report regarding the use of JGAP Products Used logos to the Japan GAP Foundation once a year.

(5) Cost for using JGAP Products Used logos

A user needs to pay the fee to use the JGAP Products Used logos.

10.3 Rights and duties of JGAP logo users

Certified farm/group and JGAP Products Used logo users who wish to use the JGAP logos can obtain the right to use the JGAP logos by following the procedure based on this document and the “Details rules on the JGAP logo use” and obtaining the approval from the Japan GAP Foundation to use the logos. Once an approval is obtained, the certified farm/group or JGAP Products Used logo users can use the logos according to the rules of this document. The users need to follow the Trademark law, the Unfair Competition Prevention law and the Act against Unjustifiable Premiums and Misleading Representations, and other related laws, while always respecting the regulations in this document(*Note 6). The users need to pay utmost attention to ensure that the JGAP logos are not going to be misused or copied by others. When a misuse of the JGAP logos is found out, the Japan GAP Foundation may take legal actions, such as demand for injunction, claim for damage and criminal complaint. The following entities are not allowed to use the JGAP logos.

*Note 6: Outside of Japan, the users must comply with all the relevant laws and regulations of applicable country.

- (1) Non-certified farm/group, farm/group whose certificate has expired, JGAP Products Used logo users who have not obtained an approval from the Japan GAP Foundation
- (2) Certified farm/group and JGAP Products Used logo users that have misused the JGAP logo, whose act has been detected in the audit by the Japan GAP Foundation
- (3) JGAP Products Used logo users, whose certificate has been suspended or revoked according to 9.3 of this document
- (4) The users whose approval on the JGAP logo use has been withdrawn in the past 5 years
- (5) Those who have a record of violation of laws, whom the Japan GAP Foundation has determined to be inadequate to become JGAP logo users

10.4 Details on the use of the JGAP logos

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

10.5 Flow of the approval process

- (1) Certified farm/group and JGAP Products Used logo users who wish to use the JGAP logos need to fill in the “Application form for the approval of the JGAP logo use” that is in the “Detailed rules on the JGAP logo use”, and submit the form to the Japan GAP Foundation together with the other required documents.
- (2) The Japan GAP Foundation sends the approval together with the digital data of the JGAP logo to the certified farm/group or to the JGAP Products Used logo users
- (3) The certified farm/group or the JGAP Products Used logo users need to pay the fee by the limit date that is on the invoice

10.6 Reporting duties of product designs using the JGAP logos

- (1) Certified farm/group or JGAP Products Used logo users, who have developed a product design that contains the JGAP logo, needs to report the design to the Japan GAP Foundation. The report can be submitted after the sale of the product has started, but it needs to be within 3 months after the first sale. The reporting details can be found in the “Detailed rules on the JGAP logo use”.
- (2) When the reported design is not appropriate, the Japan GAP Foundation requests the logo user to make corrections.

10.7 Display regarding JGAP certification without the JGAP logos

- (1) Certified farm/group
 - a) Certified farm/group must not use any display regarding JGAP certification without the JGAP logos on the packaging materials of certified products
 - b) Certified farm/group can use a display regarding JGAP certification without the JGAP logos on the packaging materials of the products that are made of certified products of the farm/group, on their name cards, signboards, websites, brochures and advertisement materials. In that case, they need to clearly communicate their scope of certification (*Note7, 8).

*Note 7: In the case of rice, certification can be up to unhulled rice, brown rice or polished rice. The scope of certification needs to clearly communicate to the buyers in the display. In the case of tea, certification can be up to fresh leaves, unrefined tea or refined tea, and the scope needs to be clearly communicated in the display.

*Note 8: When a certified farm manufactures a product using its certified produce, the product display needs to communicate which ingredient of the product is a certified produce.

- (2) Users of JGAP certified produce that are not from certified farm/group
Users of JGAP certified produce that are not certified farm/group can use the word “JGAP” without the JGAP logos in their display, only if the display does not violate the Trade law, Unfair Competition Prevention law, Act against Unjustifiable Premiums and Misleading Representations and other relevant laws(*Note9). When a misuse of the word “JGAP” is found out, the Japan GAP Foundation may take legal actions, such as demand for injunction, claim for damage and criminal complaint. The details of the display must follow the “Detailed rules of the JGAP logo use”.

*Note 9: Outside of Japan, the users must comply with all the relevant laws and regulations of applicable country.

11. JGAP Auditors

11.1 Categories of auditors based on the options of JGAP audit and certification

There are the following two categories of JGAP auditors, based on the options of JGAP audit and certification (Ref. 1. Scope 1.2 Options of JGAP audit and certification)

(1) JGAP Basic auditors

They can conduct a JGAP audit or JGAP Basic audit.

(2) JGAP Advance auditors

They can conduct a JGAP audit, JGAP Basic audit or JGAP Advance audit.

11.2 JGAP Basic auditors

11.2.1 Categories of JGAP Basic auditors

There are the following categories of the auditors who can conduct a JGAP audit or JGAP Basic audit.

(1) JGAP Basic senior auditors

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

(2) JGAP Basic auditors

JGAP Basic auditors can conduct individual farm audits and member farm audits for a group audit. When an auditor meets the conditions of 11.2.3 (1) of this document, the auditor can conduct an audit of a group administration, under the supervision of a JGAP Basic senior auditor or a person whom the Japan GAP Foundation has recognized to be equivalent of a JGAP Basic senior auditor.

(3) JGAP Basic auditor candidates

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

11.2.2 Registration requirements for a JGAP Basic auditor candidate

A certification body needs to verify that a person meets the following criteria and register the person to the Japan GAP Foundation.

- (1) At least 3 years of experience in agriculture, at least 3 years of experience in agricultural extension or at least 3 farms of trainer experiences for JGAP certificate, agricultural engineer, grade 2 or higher of the Japan agricultural technology test by the National Chamber of Agriculture and an associate agricultural engineer, graduate from an agricultural university or college with practical experience, or other experiences that can be considered to be equivalent of these by an certification body
- (2) Having successfully passed a JGAP trainer basic course that is recognized by the Japan GAP Foundation
- (3) Having successfully passed a JGAP auditor course that is recognized by the Japan GAP Foundation

11.2.3 Registration requirements for a JGAP Basic auditor

A certification body needs to verify that a person meets the following criteria, in addition to the criteria for a JGAP Basic auditor candidate, in order to register the person to the Japan GAP Foundation.

- (1) Having successfully passed a JGAP internal auditor course or a JGAP group certification course that is recognized by the Japan GAP Foundation
- (2) Audit records of at least 3 farms (either individual farm audits or member farm audits of a group audit) whereby the person's audit ability has been verified by a JGAP Basic auditor or a JGAP Basic senior auditor

11.2.4 Registration requirements for a JGAP Basic senior auditor

A certification body needs to verify that a person meets the following criteria, in addition to the criteria for a JGAP Basic auditor, in order to register the person to the Japan GAP Foundation.

- (1) Having successfully passed either of the following courses:

- a) Management system auditor course that is recognized by IRCA, JRCA or RAB
 - b) Management system auditor course that is recognized by the Japan GAP Foundation
- (2) Experience of JGAP audits

Experience of auditing at least 15 farms and audit records of at least 2 group administration audits whereby the person's audit ability has been verified by a JGAP Basic senior auditor or by a person whom the Japan GAP Foundation has recognized to be equivalent of a JGAP Basic senior auditor

11.2.5 Registration renewal of JGAP Basic senior auditors and JGAP Basic auditors

In order to maintain the registration as a JGAP Basic senior auditor or a JGAP Basic auditor, the person needs to submit an application for renewal with the following information once a year to the Japan GAP Foundation.

- (1) Participation in at least one JGAP auditor course organized by an certification body
- (2) At least 3 farm audits per year, (for a JGAP Basic senior auditor) additional 2 audits of group administration per year
- (3) Participation in a training course designated by the Japan GAP Foundation

When an auditor does not meet the above criteria, the person need to follows instructions from the Japan GAP Foundation.

11.2.6 Registration renewal of JGAP Basic auditor candidates

In order to maintain the registration as a JGAP Basic auditor candidate, the person needs to submit an application for renewal with the participation information of a training course designated by the Japan GAP Foundation. When an auditor candidate does not meet this criterion, the person needs to follow instructions from the Japan GAP Foundation.

11.2.7 Registration fee for JGAP Basic senior auditors, JGAP Basic auditors and JGAP Basic auditor candidates

- (1) JGAP Basic senior auditors, JGAP Basic auditors and JGAP Basic auditor candidates must pay a registration fee to the Japan GAP Foundation once a year upon registering for the first time or renewing the registration.
- (2) The Japan GAP Foundation provides information regarding JGAP to the registered JGAP Basic senior auditors, JGAP Basic auditors and JGAP Basic auditor candidates.

11.2.8 Independence, fairness and confidentiality of JGAP auditors

- (1) JGAP auditors must not conduct any activity that infringes upon the independence and fairness of the work as auditors. Auditors must not conduct any consultancy work (*Note 10) or commercial activities, such as sales of the products, for the farm that they audit, within three years before the audit or within three years after the audit.

*Note 10: Consultancy work refers to activities that provide advises and instructions regarding JGAP that are customized for the farm or the group.

Providing general training about the information that is freely available for anyone is not considered to be a consultancy work.

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

11.2.9 Revocation of registrations

Registration of a JGAP Basic senior auditor, JGAP Basic auditor or JGAP Basic auditor candidate can be revoked in the following cases. The decision of revocation is made by the Japan GAP Foundation.

- (1) When an inappropriate relation between an auditor and the farm/group audited has been discovered, or an inappropriate relation has been discovered, and the Japan GAP Foundation considers that the audit result cannot be trusted.
- (2) When an auditor damages the credibility of JGAP or the Japan GAP Foundation

- (3) When an auditor has not paid the registration fee defined in 11.2.7 of this document

11.3 JGAP Advance auditors

11.3.1 Categories of JGAP Advance auditors

There are the following categories of JGAP Advance auditors who can conduct JGAP Advance audits. An auditor is allowed to audit only the production processes category that the auditor is registered for (Ref. 6.2 (3) of this document).

- (1) JGAP Advance senior auditors

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

- (2) JGAP Advance auditors

JGAP Advance auditors can conduct individual farm audits and member farm audits for a group audit. When an auditor meets the conditions of 11.3.3 (2) of this document, the auditor can conduct an audit of a group administration, under the supervision of a JGAP Advance senior auditor or a person whom the Japan GAP Foundation has recognized to be equivalent of a JGAP Advance senior auditor.

- (3) JGAP Advance auditor candidates

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

11.3.2 Registration requirements for a JGAP Advance auditor candidate

A certification body needs to verify that a person meets the following criteria, and register the person to the Japan GAP Foundation for each corresponding production process category.

- (1) Compliance with the “Qualification requirements for JGAP Advance auditors” (Ref. Annex)
- (2) Having successfully passed a JGAP trainer basic course that is recognized by the Japan GAP Foundation
- (3) Having successfully passed a JGAP auditor course that is recognized by the Japan GAP Foundation

11.3.3 Registration requirements for a JGAP Advance auditor

A certification body needs to verify that a person meets the following criteria, in addition to the registration requirements for a JGAP Advance auditor candidate, in order to register the person to the Japan GAP Foundation.

- (1) Having successfully passed a JGAP internal auditor course or a JGAP group certification course that is recognized by the Japan GAP Foundation
- (2) Having successfully passed a training course based General Principles of Food Hygiene by the Codex Alimentarius. Duration of a course should be a minimum of 2 days.
- (3) Audit records of at least 5 farms (either individual farm audits or member farm audits of a group audit) whereby the person’s audit capacity has been verified by a JGAP Advance auditor or a JGAP Advance senior auditor

11.3.4 Registration requirements for a JGAP Advance senior auditor

A certification body needs to verify that a person meets the following criteria, in addition to the criteria for a JGAP Advance auditor, in order to register the person to the Japan GAP Foundation.

- (1) Having successfully passed either of the following courses:
 - a) Quality management system or Food safety management system auditor course that is recognized by IRCA, JRCA or RAB (at least 40 hours)
 - b) Quality management system or Food safety management system auditor course that is recognized by the Japan GAP Foundation (at least 40 hours)
- (2) Experience of auditing at least 15 farms and audit records of at least 2 group administration audits whereby the person’s audit ability has been verified by a JGAP Advance senior auditor or by a person whom the Japan GAP

Foundation has recognized to be equivalent of a JGAP Advance senior auditor

11.3.5 Registration renewal of JGAP Advance senior auditors and JGAP Advance auditors

In order to maintain the registration as a JGAP Advance senior auditor or a JGAP Advance auditor, the person needs to submit an application for renewal with the following information once a year to the Japan GAP Foundation.

- (1) Participation in at least one JGAP auditor course organized by an certification body
- (2) At least 5 farm audits per year (Audits of member farms of the same group would be counted as one audit);
Additional two audits of group administration per year (for a JGAP Advance senior auditor)
- (3) Participation in a training course designated by the Japan GAP Foundation

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

11.3.6 Registration renewal of JGAP Advance auditor candidates

In order to maintain the registration as a JGAP Advance auditor candidate, the person needs to submit an application for renewal with the participation information of a training course designated by the Japan GAP Foundation. When an auditor candidate does not meet this criterion, a person needs to follow instructions from the Japan GAP Foundation.

11.3.7 Adding production processes category to the registration of JGAP Advance senior auditors, JGAP Advance auditors and JGAP Advance auditor candidates

- (1) When a JGAP Advance senior auditor or a JGAP Advance auditor wishes to add a production process category to the registration, the person has to meet the “JGAP Advance auditor qualification requirements” (Ref. Annex), then the person needs to receive the training program of an certification body and conduct at least one witness audit with an instructor (an auditor who is registered for the corresponding production process category and who is at the same or higher auditor category than the applicant). The record of positive evaluation of the witness audit should be submitted to the Japan GAP Foundation.
- (2) When a JGAP Advance auditor candidate wishes to add a production process category to the registration, the certification body needs to verify that the person meets the “JGAP Advance auditor qualification requirements” (Ref. Annex) and submits the result of the verification to the Japan GAP Foundation.

11.3.8 Registration fee for JGAP Advance senior auditors, JGAP Advance auditors and JGAP Advance auditor candidates

- (1) JGAP Advance senior auditors, JGAP Advance auditors and JGAP Advance auditor candidates must pay a registration fee to the Japan GAP Foundation once a year upon registering for the first time or renewing the registration.
- (2) The Japan GAP Foundation provides information regarding JGAP to the registered JGAP Advance senior auditors, JGAP Advance auditors and JGAP Advance auditor candidates.

11.3.9 Independence, fairness and confidentiality of JGAP auditors

- (1) JGAP auditors must not conduct any activity that infringes upon the independence and fairness of the work as auditors. Auditors must not conduct any consultancy work (*Note 11) or commercial activities, such as sales of the products, for the farm that they audit, within three years before the audit or within three years after the audit.

*Note 11: Consultancy work refers to activities that provide advises and instructions regarding JGAP that are customized for the farm or the group. Providing general training about the information that is freely available for anyone is not considered to be a consultancy work.

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

11.3.10 Revocation of registrations

Registration of a JGAP Advance senior auditor, JGAP Advance auditor or JGAP Advance auditor candidate can be revoked in the following cases. The decision of revocation is taken by the Japan GAP Foundation.

- (1) When an inappropriate relation between an auditor and the farm/group audited has been discovered, or an inappropriate relation has been discovered, and the Japan GAP Foundation considers that the audit result cannot be trusted.
- (2) When an auditor damages the credibility of JGAP or the Japan GAP Foundation
- (3) When an auditor has not paid the registration fee defined in 11.3.8 of this document

11.4 Other regulations

Other regulations regarding JGAP auditors are defined in the “JGAP Auditor Regulations”.

12. JGAP internal auditors and JGAP trainer

12.1 JGAP internal auditors

12.1.1 Categories of JGAP internal auditors

(1) JGAP internal auditors

JGAP internal auditors can conduct both an internal audit of group administration and internal audits of member farms.

(2) JGAP internal auditor assistants

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

12.1.2 Requirements for a JGAP internal auditor

(1) A JGAP internal auditor must meet the following criteria. A JGAP internal auditor needs to demonstrate the following qualifications with written documents.

- a) Latest knowledge on GAP including food safety and hygiene
- b) Knowledge on risk assessment based on hazard analysis
- c) Basic knowledge on agrochemicals, fertilizers, workers’ safety and environmental conservation
- d) Basic knowledge on human rights, welfare and labor management(*Note 12)
- e) Knowledge on management systems (group administration)
- f) Knowledge on internal audits and ability to conduct internal audits(*Note 13)

*Note 12: Regarding a) to d), an internal auditor also needs to have knowledge of the version of the “JGAP Control Points and Compliance Criteria for Farms” that the group has implemented.

*Note 13: Regarding e) and f), an internal auditor also needs to have knowledge of the version of the “JGAP Control Points and Compliance Criteria for Group Administration” that the group has implemented.

The following are recommended methods of demonstrating the compliance with the above a) to f).

- a) to d): Successfully passing a JGAP trainer basic course that is recognized by the Japan GAP Foundation and maintaining the qualification as a JGAP trainer

e) and f): Successfully passing a JGAP internal auditor course (GAP local leader training course) that is recognized by the Japan GAP Foundation

The above courses are the only ones that are recognized by the JGAP to verify the qualifications of internal auditors. For any other course, an auditor needs to verify the details of the course, such as curriculum, duration, qualification of instructors and textbooks, during an audit of a group administration in order to verify whether it meets the requirements of a) to f).

(2) A JGAP internal auditor should meet at least one of the following criteria.

- Agricultural extension officer
- Agricultural engineer
- Grade 2 or above of the Japan agricultural technology test by the National Chamber of Agriculture
- Associate agricultural engineer with practical experience in agriculture
- Graduate from an agricultural university or college with practical experience in agriculture
- At least 3 years of experience in agriculture
- At least 3 years of experience in agricultural extension
- Experience of leading at least 3 farms successfully to JGAP certification
- Experience of leading a group successfully to JGAP certification
- Experience as a group administration of a JGAP certified group

12.1.3 Requirements of a JGAP internal auditor assistant

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

12.2 JGAP trainers

12.2.1 Categories of JGAP trainer

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

12.2.2 Registration requirements for JGAP trainers

(1) JGAP trainers

Successfully passing a JGAP trainer basic course that is recognized by the Japan GAP Foundation and maintaining the qualification as a JGAP trainer

(2) JGAP senior trainers

In addition to the requirements for JGAP trainers, JGAP senior trainers need to meet the following criterion either a) or b).

a) Meeting the following two conditions:

- ① Successfully passing a JGAP internal auditor course (GAP local leader training course) that is recognized by the Japan GAP Foundation
- ② Experience of leading at least 10 farms successfully to JGAP certification

b) Meeting the following three conditions:

- ① Successfully passing a JGAP auditor course that is recognized by the Japan GAP Foundation

- ② Successfully passing a JGAP group certification course that is recognized by the Japan GAP Foundation
- ③ Experience of leading at least 10 farms successfully to JGAP certification

12.2.3 Registration renewal of JGAP trainers

The validity of the status as a JGAP trainer or a JGAP senior trainer is 2 years. In order to renew the registration status, the person needs to take the training course designated by the Japan GAP Foundation to obtain the latest knowledge on JGAP before the expiry of status.

12.2.4 Other regulations

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

13. Accreditation bodies and certification bodies

13.1 Requirements for an accreditation body and accreditation work

- (1) The Japan GAP Foundation designates entities that are IAF members and signatories to the MLA as accreditation bodies of JGAP, and signs a contract regarding accreditation.
- (2) Accreditation work on JGAP is conducted based on ISO17011 and the contract signed by the Japan GAP Foundation
- (3) Accreditation bodies need to set up a procedure for accreditation work, and let the certification bodies know about the procedure. After a certification body has been accredited, the accreditation body issues an accreditation certificate.
- (4) Accreditation bodies need to inform the Japan GAP Foundation about the latest information on accreditation.

13.2 Accreditation requirements for certification bodies

- (1) Certification bodies need to sign a contract with the Japan GAP Foundation regarding the audit and certification work. The certification bodies that have been accredited by the Japan GAP Foundation under the JGAP General Regulations 2014 are allowed to conduct their activities during the validity of the accreditation.
- (2) Accreditation bodies need to indiscriminately receive applications for accreditation, and accredit certification bodies based on the following criteria. They should respect the detailed procedures of accreditation defined by each accreditation body.
 - a) The certification body has a system for JGAP audit and certification that is in line with ISO/IEC 17065 and the JGAP General Regulations.
 - b) The above system of the certification body is accredited by an accreditation body that has signed a contract with the Japan GAP Foundation, as in 13.1 of this document.
 - c) The certification body is fair and independent.
 - d) Its audit and certification fee is appropriate, and a certification body maintains financial soundness.
 - e) It has at least one person who can take a certification decision. Those who can take a certification decision refer to JGAP senior auditors or those whom the Japan GAP Foundation has recognized to be equivalent of JGAP senior auditors.

13.3 Rights and duties of certification bodies and revocation of accreditation

13.3.1 Rights of certification bodies

Certification bodies can conduct audits according to this document to the farm/group that wish to be JGAP certified, and provide them with JGAP certificates.

Certification bodies can conduct audit of other certifications which include extra requirements in addition to JGAP certification. In that case, an audit and other certification will be conducted upon issuing a JGAP certificate, in order to make it clear that the other certification is based on JGAP certification. Certification bodies need to ensure that the other certification has not affected the validity period or audit timing of the JGAP certificate.

13.3.2 Duties of certification bodies

- (1) A certification body needs to report the registration information of the farm/group that it has certified, to its accreditation body and to the Japan GAP Foundation. When there is a change in the registration information, it needs to report the change to the accreditation body and to the Japan GAP Foundation.
- (2) A certification body needs to be accredited by an accreditation body. Accreditation renewal is to verify that the certification body continues to meet the requirements stipulated in 13.2 of this document. When the accreditation body perceives an incidence that infringes upon the accreditation status of a certification body, it may conduct an extraordinary assessment to the certification body.
- (3) A certification body needs to pay the certification body registration fee to the Japan GAP Foundation.
- (4) A certification body needs to keep records of all the claims, complaints and disputes regarding the accredited audit activities and its responses to those claims, complaints and disputes. The records need to be submitted to its accreditation body or to the Japan GAP Foundation upon request.
- (5) A certification body needs to participate in the workshops and meetings as requested by accreditation body and the Japan GAP Foundation.

13.3.3 Revocation of accreditation

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

14. JGAP training courses and approval of JGAP training institutes

14.1 Training courses of JGAP

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

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

14.2 Approval of JGAP training institutes

The Japan GAP Foundation approves training institutes that are allowed to conduct the training courses listed in 14.1 (hereafter called JGAP training institutes). The approval is conducted for each of the training courses of (1) - (5) listed in 14.1.

14.3 Rights and duties of JGAP training institutes and revocation of approval

14.3.1 Rights of JGAP training institutes

JGAP training institutes can issue certificates for course completion or passing final evaluations to the participants

that are training to become JGAP auditor as defined in 11 of this document or JGAP internal auditors or JGAP trainers as defined in 12 of this document.

14.3.2 Duties of JGAP training institutes

- (1) JGAP training institutes need to be evaluated for approval by the Japan GAP Foundation. When the Japan GAP Foundation perceives any incidence that can negatively affect the approval status, it can conduct an extraordinary assessment to the JGAP training institute.
- (2) JGAP training institutes need to pay the approval fee that is defined in a separate document.
- (3) JGAP training institutes need to keep records of all the claims, complaints and disputes from the training course participants and other stakeholders regarding the approved training activities, and submit the records to the Japan GAP Foundation upon request.
- (4) JGAP training institutes need to participate in the workshops and meeting as requested by the Japan GAP Foundation.

14.3.3 Revocation of approval

When a training institute neglects the above duties, or when the Japan GAP Foundation decides that it should no longer be approved, the approved status can be revoked. Prior to the revocation, the Japan GAP Foundation should send a written warning to the JGAP training institute. Depending on the situation, the Japan GAP Foundation can immediately revoke the approved status.

15. JGAP certification using documents on the differences between JGAP and other GAP standards

15.1 General principles

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

15.2 Conditions

- (1) The certification body of the other GAP needs to be the same as that of JGAP, and it needs to be a certification body that has been accredited by an accreditation body that is an IAF member and a signatory to the MLA.
- (2) The control points that the other GAP and JGAP overlap can be audited using the standard document of the other GAP. The control points that exist only in JGAP should be additionally audited using the “document on the differences between JGAP and the other GAP standard” (for farms and group administration), which has been approved by the Japan GAP Foundation.
- (3) The JGAP certificate that is issued needs to include the name of the other GAP standard that has been audited and the name of the “document on the differences between JGAP and the other GAP standard” (for farms and group administration).
- (4) For the other aspects, the audit and certification needs to respect the JGAP General Regulations.

16. Benchmarking between JGAP and other GAP schemes

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

- (1) The scheme owner of the other GAP standard that wishes to obtain JGAP equivalence needs to submit an application to the Japan GAP Foundation, according to the “Detailed rules on benchmarking between JGAP and other GAP schemes”.
- (2) The Technical Committee of the Japan GAP Foundation assesses the cross-reference checklist of the JGAP and the other GAP standard.
- (3) The Technical Committee of the Japan GAP Foundation calls for public comments on the cross-reference checklist of the JGAP and the other GAP standard, and make assessment.
- (4) The Technical Committee of the Japan GAP Foundation conducts an on-site witness assessment of the other GAP standard with a JGAP auditor designated by the Japan GAP Foundation.
- (5) The Technical Committee of the Japan GAP Foundation decides on the equivalence between JGAP and the other GAP standard.
- (6) The Chairman of the Technical Committee of the Japan GAP Foundation recommends the recognition of equivalency to the board of the Japan GAP Foundation.
- (7) The board of the Japan GAP Foundation approves the equivalency between JGAP and the other GAP standard, and issues a certificate that demonstrates the recognition of equivalency to the other GAP scheme.

16.2 JGAP audit and certification using the other GAP standard those equivalency with JGAP has been recognized

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

- (1) All audit and certification activities need to be conducted by a certification body that has been accredited based on 13 of this document and by a JGAP auditor that has been registered to the Japan GAP Foundation based on the 11 of this document.
- (2) Standard documents to be used in audits
Audits and certifications are conducted based on the standard whose equivalency with JGAP has been recognized, and the regulations regarding audits and certifications in this document. In the case of a group certification, if the other scheme has not yet obtained equivalency with the “JGAP Control Points and Compliance Criteria for Group Administration”, the audit on the group administration needs to be conducted using the “JGAP Control Points and Compliance Criteria for Group Administration”.
- (3) Other regulations
Other detailed procedures should follow the “Detailed rules on the benchmarking between JGAP and other GAP schemes” of the Japan GAP Foundation.

17. Complaint management, scheme improvement and public review by stakeholders

17.1 Complaint management by certification bodies

Certification bodies need to follow the established procedures for complaint management to deal with the complaints and appeals from farm/group, and need to inform the farm/group about the responses.

17.2 Complaint management by accreditation bodies

Accreditation bodies need to follow the established procedures for complaint management to deal with the complaints and appeals from certification bodies, and need to inform the certification body about the responses.

17.3 Complaint management by the Japan GAP Foundation

The Japan GAP Foundation receives complaints on any of the following issues from any stakeholder, and it is responsible for responding appropriately to the complaints.

- (1) Complaints regarding accreditation bodies
- (2) Complaints regarding certification bodies or auditors
- (3) Complaints regarding training institutes and training instructors
- (4) Complaints regarding JGAP trainer instructors
- (5) Complaints regarding JGAP certified farm/group
- (6) Complaints regarding the Japan GAP Foundation or the JGAP Scheme

17.4 Public consultation and scheme improvement

The Japan GAP Foundation conducts investigation on the credibility of the JGAP scheme, by consulting accreditation bodies, certification bodies, auditors, instructors and farm/group. The investigation is conducted through various means, including questionnaires and unannounced visits. The results of the investigation are used for the following:

- (1) Scheme improvement including the revision of the JGAP standard documents
- (2) Recommendations for improvements to accreditation bodies, certification bodies, auditors, instructors
- (3) Improvements of the content of JGAP training courses

17.5 Disclaimer

The Japan GAP Foundation, JGAP accreditation bodies and JGAP certification bodies are not legally held responsible for the agricultural produce sold by the certified farm/group.

Annex: Qualification requirements for JGAP Advance auditors

A JGAP Advance auditor is allowed to inspect only the production processes category that the auditor is registered for (Ref. 6.2 (3) of this document). An auditor needs to meet the following qualification requirements to be registered for each production process category.

Production process category	Academic qualification requirements	Professional qualification requirements
Fruits and vegetables (cultivation and harvesting) Tea (cultivation and harvesting)	Academic degree on agriculture after high school or an equivalent educational degree of at least two years < Examples > <ul style="list-style-type: none"> • Graduate from a four-year university course on agriculture or a two-year college course on agriculture • Graduate of an agricultural college (at least a two-year course) 	At least two years of practical experience in fruit and vegetable cultivation or in related industries < Examples > Experience in agricultural extension, agricultural research and development, experience in audits, experience in GAP training
Grains (cultivation and harvesting)	<ul style="list-style-type: none"> • Passing an exam that can be considered to be equivalent of an academic degree after high school 	At least two years of practical experience in grain cultivation or in related industries < Examples > Experience in agricultural extension, agricultural research and development, experience in audits, experience in GAP training
Fruits and vegetables (produce handling) Tea (produce handling) Grains (produce handling)		At least two years of practical experience in produce handling of fruits and vegetables (sorting, trimming etc.), produce handling of grains (up to brown rice) or unrefined tea processing < Examples > Experience in agricultural extension, agricultural research and development, experience in audits, experience in GAP training
Tea (refined tea) Rice (polished rice)		At least two years of practical experience in processing of foods that can be kept at a normal temperature < Examples > Food processing, training experience in food processing, experience in research, development, audits, experience in GMP/HACCP training

Revision history

Date of approval (Issue date)	Date of effect (Start date for audit and certification)	Version name	Content of revision
2007.5.15	2007.5.15	Version 2.0	Establishment of the first version
2007.6.22	2007.6.22	Version 2.1	
2007.11.15	2007.11.15	Version 2.2	
2008.11.13	2008.11.13	Version 2.3	
2010.03.31	2010.07.01	2010	<p><u>Change of the name of the regulations</u> Old name: “Regulations on the JGAP audit, operation and certification” New name: “JGAP General Regulations”</p>
2011.10.01	2011.10.01	2011	<ul style="list-style-type: none"> • Clarification on the applicability of shipment process • Clarification on the use of JGAP Products Used logos
2013.04.01	2013.04.01	2013	<ul style="list-style-type: none"> • JGAP is defined to be a scheme. • Establishment of the internal auditor training course
2014.12.25	2015.04.01	2014	<ul style="list-style-type: none"> • Adjustments due to the change of the accreditation body • 6.1 Clarification on parallel production and parallel ownership • 7.1 (2) Improvements on member farm sampling methods for group certification • 11.11-11.12 Review of requirement for internal auditor and internal auditor assistant • 12 Changes in designation of accreditation bodies and in accreditation of certification bodies
2016.05.13	2016.09.01	2016	<ul style="list-style-type: none"> • Addition of human rights principles in the introduction • 1 Establishment of the options of JGAP audits and certifications • 3 Revision of the terms and definitions • 6.1 Establishment of production processes • 7.1 Establishment of the average durations of audits • 7.1 and 11 Addition of JGAP Basic certification and JGAP Advance certification, and establishment of average durations of audits and auditor qualification requirements • 8.2 Enforcement of audits when the farm

			<p>management is not unitary</p> <ul style="list-style-type: none">• 8.9 Addition of extraordinary audit by the Japan GAP Foundation• 15 Addition of JGAP certification using documents on the differences between JGAP and other GAP standards
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