

JGAP

Japan Good Agricultural Practices

Control Points and Compliance Criteria for Group Administration

Agricultural Products 2022



Issue Date: November 14, 2022

Operation Date: February 14, 2023

Contents

1. How to Use This Document	p.1
2. Handling the Previous Edition	p.1
3. Copyrights	p.1
4. Disclaimer	p.1
5. Definitions of Terms	p.1
[Control Points and Compliance Criteria]	
1. Clarifying basic information of the group and its responsibilities	p.3
2. Management of Contracts	p.4
3. Group Management Manual	p.5
4. Internal Audit	p.5
4.1 Internal Audit Plan	p.5
4.2 Preparations for Internal Audits	p.6
4.3 Internal Auditing of Group Administration	p.7
4.4 Internal Audits of Member Farms	p.7
4.5 Internal Audits of Subcontractors	p.8
4.6 Confirming the Results of Internal Audits	p.8
5. Measures Against Violations of the Group Management Manual	p.9
6. Traceability	p.9
7. Handling of Complaints and Anomalies	p.10
8. JGAP Certified Farm Logo Mark	p.10

1. How to Use This Document

This document is used for JGAP group certification.

2. Handling the Previous Edition

Even after the operation of JGAP Control Points and Compliance Criteria for Group Administration 2022 has gone into effect, initial and renewal inspections for JGAP Control Points and Compliance Criteria for Group Administration 2016 will continue to be accepted until February 13, 2024.

3. Copyrights

This document was created by Japan GAP Foundation. The copyrights belong to Japan GAP Foundation. When creating derivative works, prior permission must be obtained from Japan GAP Foundation.

4. Disclaimer

Japan GAP Foundation and JGAP inspection and certification bodies bear no responsibility for the produce sold by farms and groups that have obtained JGAP certification.

5. Definitions of Terms* Refer to the JGAP General Regulations (Agricultural Products)

- 1) **Assistant internal auditor:** A person who can be tasked with performing internal audits of member farms and subcontractors under the management of the internal auditor. In this context "under the management of" means bearing ultimate responsibility for the internal audit performed by the assistant internal auditor.
- 2) **Group administration:** An administrative body that is set up within the group to govern the group under a single management system regarding the JGAP requirements.
- 3) **Group management manual:** A document that describes the procedures, rules and other matters necessary for managing the group and the member farms that comprise the group.
- 4) **Internal audit:** The process where an internal auditor and internal auditor assistant inspect and verify the group administration and the management of the member farms that make up the group as a part of group management in accordance with the group management manual designated to meet the requirements of the JGAP Control Points and Compliance Criteria for Farms and the JGAP Control Points and Compliance Criteria for Group Administration.
- 5) **Internal auditor:** A person who can be tasked with performing internal audits of group administration, member farms and subcontractors.

- 6) **Member farm:** A unit of inspection and certification with a unified management structure (a management structure with a unified chain of command under the same manager whose shipments and records within the scope of inspection and certification are consolidated). A farm, a communal processing site, communal fruit-sorting center, grain elevator or crude tea plant can all be considered member farms.
- 7) **Outsourcing:** The subcontracting of some activities that are directly related to production processes subject to inspection and certification to external entities. (See ISO 9000: 2015)
- 8) **Reference documents:** The collective term referring to the following documents (a) through (d) which make up the JGAP certification standards.
- (a) JGAP General Regulations
 - (b) JGAP Control Points and Compliance Criteria for Farms
 - (c) JGAP Control Points and Compliance Criteria for Group Administration
 - (d) Guidelines
- 9) **Traceability:** The state where the history, application, movement and whereabouts of an item can be traced. (See ISO 22000: 2018)
- 10) **Corrective action:** Action to eliminate the cause of a nonconformity and to prevent recurrence. (Quoted from ISO 9000: 2015)
- 11) **Group:** A group of producers or corporation operated under a single management system that has a representative and group administration, in which multiple member farms are gathered under the policies established by the group.
- 12) **Certified agricultural produce:** Agricultural produce that meets criteria (a) through (c) below.
- (a) Agricultural produce that is produced by a certified farm or group and shipped within the certificate validity period
 - (b) An item listed on the JGAP certificate
 - (c) When a produce handling process is involved, agricultural produce handled at a produce handling facility listed on the JGAP certificate
- 13) **Certified produce:** A generic term for certified agricultural produce, certified livestock and certified animal products.

Number	Level	Control Point	Compliance Criteria	Result	Comment
1. Clarifying basic information of the group and its responsibilities					
1.1	Major Must	Ascertaining basic information of the group	<p>The latest information is documented below to clarify the scope of the group's JGAP certification.</p> <p>(1) The name of the group</p> <p>(2) The name, address and contact details of the group administration</p> <p>(3) Information concerning ownership rights to the agricultural produce in the group and its member farms</p>		
1.2	Major Must	Information on member farms that comprise the group	<p>To clarify the scope of JGAP certification, the latest information below for the member farms that comprise the group is registered.</p> <p>(1) Member farm name, address, contact details and name of top management</p> <p>(2) Name of the member farm manager</p> <p>(3) Address of the sites and facilities</p> <p>(4) Items subject to certification (including the item in its shipped form if such a form applies)</p> <p>(5) The size of the cultivation area for each item</p>		
1.3	Major Must	Organizational structure of the group	<p>To clarify the organizational structure that enables appropriate group management based on JGAP, the representative of the group documents at least the following managers and disseminates the information within the group. Managers can hold concurrent positions.</p> <p>(1) The representative of the group</p> <p>(2) Group Administration Manager</p> <p>(3) Internal Audit Manager</p>		
1.4	Major Must	Improvements by the representative of the group	<p>a. To improve group management, the representative of the group revises group management systems based on the following information at least once a year and instructs the relevant managers to make improvements as needed.</p> <p>(1) Results of internal audits (control point 4.6.3)</p> <p>(2) Results of external inspection</p> <p>(3) Information on product complaints (control point 7.2)</p> <p>(4) Information on complaints, accidents and violations of the group management manual (control points 5.1, 7.3)</p> <p>(5) Changes to the JGAP scope (control points 1.1, 1.2)</p> <p>b. Results of the revisions described in a. above and instructions for improvements given to managers are recorded. This includes revisions to the group management manual.</p> <p>c. The representative of the group strives to foster an awareness of food safety, occupational safety, environmental conservation and respect for human rights throughout the group.</p>		
1.5	Major Must	Responsibilities of the Group Administration Manager	<p>a. The Group Administration Manager has authority over the management of the group and oversees the group's management operations.</p> <p>b. The Group Administration Manager (control point 1.3) undertakes the following.</p> <p>(1) Understands the standard documents and ascertains the latest information (revisions, etc.) concerning them</p> <p>(2) Possesses knowledge regarding group management (management system)</p>		

1.6	Major Must	Responsibilities of the Internal Audit Manager	<p>a. The Internal Audit Manager (control point 1.3) oversees internal audit operations (formulation of internal audit plans, implementation and verification of internal audits, improvements).</p> <p>b. The Internal Audit Manager meets the requirements for an internal auditor.</p> <p>c. The Internal Audit Manager undertakes the following.</p> <p>(1) Understands the standard documents and ascertains the latest information (revisions, etc.) concerning them</p> <p>(2) Possesses and improves their knowledge regarding internal audits (auditing methods, etc.)</p>		
1.7	Major Must	Record management	<p>To revise group management and perform checks when issues arise, the following steps are taken with respect to records required for each control point.</p> <p>(1) Storage of at least two years of past records</p> <p>In the case of an initial inspection or newly required records due to an updated version of the standards, records going back at least three months from the date of the inspection are retained (excluding records of work that did not take place during the period concerned). Ongoing retention of records after initial inspection</p> <p>(2) Storage of records in keeping with requirements when a retention period of more than two years is required by laws, regulations or a customer</p> <p>(3) Maintaining records so that they can be immediately viewed when needed</p>		
2. Management of Contracts					
2.1	Major Must	<p>Contracts between the group and member farms</p> <p>* Except when group administration and a member farm are the same management entity</p>	<p>Group administration enters into contracts incorporating the following information with member farms.</p> <p>(1) The name and address of the group and the name of its representative</p> <p>(2) The member farm name, address and name of top management</p> <p>(3) Agreement to follow the group management manual</p> <p>(4) Agreement concerning measures in the event of a violation of the group management manual</p>		
2.2	Major Must	Agreements between the group and subcontractors	<p>Group administration obtains written agreements containing the following from subcontractors.</p> <p>(1) Agreement date</p> <p>(2) Name of the party to the agreement (names, representatives and addresses of both the group and the subcontractor)</p> <p>(3) Scope of the outsourced activity</p> <p>(4) Rules designated by the group regarding food safety and occupational safety required by JGAP with respect to the subcontracted work</p> <p>(5) The need to comply with the rules described in (4) above</p> <p>(6) Measures in the event of a violation of the agreement</p> <p>(7) The fact that the subcontractor may be subject to external inspection, and that corrective action may be demanded in the event of non-compliance</p> <p>* If the group and a subcontractor have not come to a written agreement, the group can substitute for a written agreement by confirming documents (stipulations, etc.) disclosed or presented by the subcontractor.</p>		

3. Group Management Manual					
3.1	Major Must	Division of roles between group administration and member farms	To clarify the division of roles between group administration and member farms, the division of roles between group administration and member farms is documented for each control point in the JGAP Control Points and Compliance Criteria for Farms.		
3.2	Major Must	Requirements for the group management manual	A group management manual that satisfies the following conditions is prepared. (1) Establishment of methods and procedures for group administration to implement the JGAP Control Points and Compliance Criteria for Group Administration (2) Establishment of methods and procedures for group administration to implement the JGAP Control Points and Compliance Criteria for Farms based on the division of roles in control point 3.1 (3) Establishment of methods and procedures for member farms to implement the JGAP Control Points and Compliance Criteria for Farms based on the division of roles in control point 3.1		
3.3	Major Must	Publication of the group management manual	When the group management manual is created or revised, implementation of the following procedures can be verified through records. (1) Creation by group administration (2) Reviewed by group administration at least once a year and revised as needed (3) Verification of control point 3.2 by a person who satisfies the requirements of an internal auditor (4) Approval by the representative of the group		
3.4	Major Must	Management and dissemination of the latest version of the group management manual	To ensure the implementation of group operation based on JGAP, the Group Administration Manager undertakes the following. (1) Dissemination of the details of the group management manual to group administration and each member farm when the manual is newly published or revised (2) Identification of the latest version when the group management manual has been revised		
4. Internal Audit					
4.1 Internal Audit Plan					
4.1.1	Major Must	Formulation of an internal audit plan	To conduct effective internal audits, an internal audit plan that satisfies the following requirements is documented. (1) Clarification of audit criteria, audit scope, selection of internal auditor, frequency and timing of internal audits, and the schedule for audits of group administration, member farms and subcontractors (2) Audits of group administration, all member farms, and subcontractors at least once a year		
4.1.2	Major Must	Internal audits associated with revisions to standard documents	When JGAP standard documents are revised and a group management manual that complies with the new version is created and implemented, before undergoing inspection by the certification body, an internal audit based on the group management manual compliant with the new version must be complete. In such cases, only an internal audit of the parts that differ between the old and new versions needs to be conducted.		

4.2. Preparations for Internal Audits

4.2.1	Major Must	Requirements for internal auditors and assistant internal auditors	<p>a. Internal auditors satisfy the following requirements.</p> <p>(1) Have passed basic JGAP instructor training and maintains instructor qualifications</p> <p>(2) Have passed JGAP group certification training</p> <p>(3) If (1) or (2) are not satisfied, an internal auditor must possess equivalent competence</p> <p>b. Assistant internal auditors satisfy the following requirements.</p> <p>(1) Have passed basic JGAP instructor training and maintains instructor qualifications</p> <p>(2) If (1) above is not satisfied, the assistant internal auditor must possess equivalent competence</p>		
4.2.2	Major Must	Confirming the competence of internal auditors	<p>a. To ensure the effectiveness of internal audits, the Internal Audit Manager undertakes the following.</p> <p>(1) Verification and approval at least once a year that internal auditors possess the competence to perform appropriate audits</p> <p>(2) Recording of the results of (1) above</p> <p>(3) Being present for internal audits when needed and keeping records of such attendance</p> <p>b. When the Internal Audit Manager holds the position of internal auditor concurrently, their competence is verified by another internal auditor.</p> <p>c. When there is only one internal auditor, this fact is made known to the inspector before an external inspection begins.</p>		
4.2.3	Major Must	Confirming the competence of assistant internal auditors	<p>To ensure the effectiveness of internal audits, the Internal Audit Manager undertakes the following.</p> <p>(1) Implementing and maintaining records of training and education of assistant internal auditors provided by internal auditors at least once a year</p> <p>(2) Verifying and keeping records of reports on audits conducted by assistant internal auditors</p> <p>(3) Being present for internal audits when needed and keeping records of such attendance</p>		
4.2.4	Major Must	Implementing fair internal audits	To ensure the fairness of internal audits, internal auditors and assistant internal auditors do not audit their own work. When there is only one internal auditor, their own work may be audited, but this fact is made known to the reviewer before an external inspection begins.		
4.2.5	Major Must	Auditing calibration	To ensure the fairness of internal audits, when multiple internal auditors or assistant internal auditors are tasked with an internal audit, there are mechanisms to unify the interpretation of the standards and review methods between the internal auditors and assistant internal auditors, and records are maintained of such implementation.		

4.3. Internal Auditing of Group Administration

4.3.1	Major Must	Conducting internal audits of group administration	<p>To ensure the proper implementation of internal audits and maintain records of audits, the following are undertaken.</p> <p>(1) In accordance with the internal audit plan described in control point 4.1.1, an internal audit of group administration is conducted based on the group management manual.</p> <p>(2) Records of audits including information (a) through (f) are maintained</p> <p>(a) Internal audit implementation date</p> <p>(b) Name of the internal auditor</p> <p>(c) Name of the representative on the side of group administration subject to the internal audit</p> <p>(d) Confirmation of conformance with each item in the group management manual</p> <p>(e) Non-conformance items</p> <p>(f) Requests for corrective actions or application of measures to deal with violations</p>		
4.3.2	Major Must	Corrective action by group administration	Corrective action is taken for non-compliance items and the results are recorded.		

4.4. Internal Audits of Member Farms

4.4.1	Major Must	Conducting internal audits of member farms	<p>To ensure the proper implementation of internal audits and maintain records of audits, the following are undertaken.</p> <p>(1) In accordance with the internal audit plan described in control point 4.1.1, internal audits of all member farms are conducted based on the group management manual.</p> <p>(2) When internal audits are conducted remotely, they are conducted with reference the "JGAP Remote Audit Guidelines."</p> <p>(3) Records of audits including information (a) through (f) are maintained.</p> <p>(a) Name of the member farm</p> <p>(b) Internal audit implementation date</p> <p>(c) Names of the internal auditor and assistant internal auditor</p> <p>(d) Confirmation of conformance with each item in the group management manual</p> <p>(e) Non-conformance items</p> <p>(f) Requests for corrective actions or application of measures to deal with violations</p>		
4.4.2	Major Must	Corrective action by member farms	Corrective action is taken for non-compliance items and the results are recorded.		
4.4.3	Major Must	Internal audit of a new member farm	<p>To ensure proper group operation, the following are undertaken for a new member farm that wishes to join the group.</p> <p>(1) Conducting an internal audit before the farm joins the group</p> <p>(2) Requesting that corrective action be taken to address non-conformance items and recording the results of the corrective action</p>		

4.5 Internal Audits of Subcontractors

4.5.1	Major Must	Conducting internal audits of subcontractors	<p>To ensure the proper implementation of internal audits and maintain records of audits, the following is undertaken with respect to the activity outsourced to an external party by group administration.</p> <p>(1) In accordance with the internal audit plan described in control point 4.1.1, audits are conducted to ensure that the subcontractor is practicing the rules set forth in the written agreement described in control point 2.2.</p> <p>(2) Records of audits including information (a) through (f) are maintained</p> <ul style="list-style-type: none"> (a) Name of the subcontractor (b) Internal audit implementation date (c) Names of the internal auditor and assistant internal auditor (d) Confirmation of conformance with the rules to be implemented by the subcontractor (e) Non-conformance items (f) Requests for corrective actions or application of measures to deal with violations <p>* If the subcontractor is JGAP certified, the internal audit of the subcontractor may be omitted by confirming details such as the scope of the certification document, period of certification validity, and so on.</p>		
4.5.2	Major Must	Corrective action by subcontractors	Corrective action is taken for non-compliance items and the results are recorded.		

4.6. Confirming the Results of Internal Audits

4.6.1	Major Must	Confirming the results of internal audits	<p>To ensure that corrective action is taken to address non-conformances, the Internal Audit Manager ascertains the following information regarding the internal audits conducted on group administration, member farms and subcontractors.</p> <p>(1) Internal audit implementation date</p> <p>(2) Details of non-conformances and the results of corrective action</p>		
4.6.2	Major Must	Verification of internal audits	<p>a. The Internal Audit Manager verifies that internal audits have been conducted appropriately. When the Internal Audit Manager is an internal auditor, the results of audits he/she has performed are verified by another internal auditor. If there is only one internal auditor, this fact is made known to the reviewer before an external inspection begins.</p> <p>b. When the details of member farm non-conformances identified as a result of verification are attributable to the management system of the group, necessary action is taken such as revising the group management manual.</p>		
4.6.3	Major Must	Confirming the completion of internal audits	<p>To confirm that internal audits have been conducted appropriate, the following are undertaken.</p> <p>(1) Reporting of audit results from the Internal Audit Manager to the Group Administration Manager and representative of the group</p> <p>(2) Records showing that the Group Administration Manager and representative of the group have confirmed that all corrective action on non-conformances have been finished and internal audits are complete</p>		

5. Measures Against Violations of the Group Management Manual					
5.1	Major Must	Application of measures against violations of the group management manual	When a violation of the group management manual has occurred, measures agreed to in the contract described in control point 2.1 are applied and recorded.		
5.2	Major Must	Reporting to the certification body	To enable the certification body to monitor the latest status of the group, when a member farm suspends shipments or has been expelled from the group as a result of an internal audit or otherwise, this fact is reported to the certification body.		
6. Traceability					
6.1	Major Must	Ensuring traceability within the group	<p>a. There is a traceability system that enables group administration to confirm the following records of shipped agricultural produce.</p> <p>(1) Name of member farm (multiple member farms can be included)</p> <p>(2) Item name</p> <p>(3) Shipping destination</p> <p>(4) Shipping date</p> <p>(5) Shipment quantity</p> <p>b. The system described in a. above is checked at least once a year (trace test), and the system is revised as needed.</p>		
6.1.1	Major Must	Management of concurrent handling within the group	<p>a. When the group also handles agricultural produce produced by farms other than the member farms that comprise the group, records show that the certified agricultural produce has been clearly separated from the other agricultural produce for shipment.</p> <p>b. Measures are taken to prevent the contamination of the group's certified and non-certified agricultural produce, and this can be confirmed based on records.</p> <p>c. If non-certified agricultural produce is also being handled, no expressions that could cause a shipping destination to mistake the non-certified agricultural produce for certified agricultural produce are used.</p> <p>d. The system described in a. above is checked at least once a year (trace test) and the system is revised as needed.</p>		
6.2	Major Must	Validation of shipping volume within the group	<p>There are records showing that checks have been performed based on the following materials to validate that the shipping volumes of certified agricultural produce from each member farm are valid.</p> <p>(1) Expected shipping volumes for each member farm (cultivation area x standard yield)</p> <p>(2) Shipping results for each member farm</p>		

7. Handling of Complaints and Anomalies					
7.1	Major Must	Procedures for responding to complaints or anomalies related to certified agricultural produce	<p>a. When a complaint or abnormality concerning certified agricultural produce arises, response procedures including the following items are documented.</p> <p>(1) Ascertaining the circumstances surrounding a complaint or the occurrence of an abnormality</p> <p>(2) Contacting or reporting to a manager (including determining the scope of impact, and determining whether a product recall is required by the product manager)</p> <p>(3) Emergency response (including communicating and consulting with affected shipping destinations and other related organizations, making the issue public, product recall, and taking measures with respect to the non-conforming products)</p> <p>(4) Determining the cause</p> <p>(5) Corrective actions to prevent recurrence</p> <p>(6) Reporting to the certification body if a violation that affects certification has occurred</p> <p>(7) Verification of the effects of corrective action taken</p> <p>b. The documented procedures are revised at least once a year.</p>		
7.2	Major Must	Records of responding to complaints or anomalies related to certified agricultural produce	<p>a. When a complaint or anomaly has occurred in relation to certified agricultural produce, the response implemented based on the procedures described in control point 7.1 is recorded.</p> <p>b. The records include the date on which the complaint or anomaly occurred (date of contact), the recording date, the recorder, and the date the issue was confirmed by the Group Administration Manager.</p>		
7.3	Major Must	Ascertaining a complaint or accident within the group	<p>The following details are ascertained regarding complaints related to the group or accidents that occur at member farms.</p> <p>(1) The name of the member farm (if applicable)</p> <p>(2) Date of occurrence</p> <p>(3) Date recorded and recorder</p> <p>(4) Details of the complaint or accident</p> <p>(5) Cause</p> <p>(6) Corrective actions to prevent recurrence</p>		
8. The JGAP Logo					
8.1	Major Must	Management of the JGAP logo	To ensure the proper use of the JGAP logo, the JGAP logo is used under the management of group administration.		



Japan GAP Foundation

Japan GAP Foundation

4F, Nihon Nogyo Kenkyusho Bldg., 3-29 Kioicho, Chiyoda-ku, Tokyo, 102-0094, Japan
Floor 4, Nippon Nogyo Kenkyusho Bldg.
<https://jgap.jp>