

ASIAGAP

ASIA Good Agricultural Practice Control Points and Compliance Criteria (for Farms)



Tea
Ver.2.3

Revised Version (1)

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Principles of ASIAGAP

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

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

ASIAGAP is based on the Japanese agricultural context and legal regulations and has been developed through collaborations between agricultural producers, wholesalers, food manufacturers, and retailers. It is important that the standard is feasible and easy to implement for agricultural producers in the long run, while simultaneously ensuring that agricultural production management meets the expectations of consumers and food industry stakeholders.

ASIAGAP should be implemented voluntarily by producers, and its stage of implementation will be recognized by society through the system of audit and certification. It should work as a standard that stands for the credibility of agricultural producers.

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

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1. Introduction

This document compiles Good Agricultural Practices for the following topics and provides the manner of good farm management and its implementation methods.

○ Farm operation ○ Food safety ○ Environmental sustainability ○ Worker safety ○ Human rights and welfare

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

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

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

Through its third-party audit and certification system, ASIAGAP allows certified producers to demonstrate to society that they are credible producers or producer groups that are executing good farm management.

2. How to use this document

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

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

<Elements of the content pages>

(1) Number

Each control point has its number. In the ASIAGAP standard documents for "Fruits and vegetables," "Grains," and "Tea," the control points with the same content are designated with the same numbers.

(2) Level

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

(3) Control points

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

(4) Compliance criteria

These criteria comprise a desirable state of farm management for each control point and objective criteria for evaluation. When a conformity criterion contains (1), (2), and (3), unless the criterion says "(1), (2), or (3)," (1) to (3) should all be observed.

(5) Result column

This is a column that can be used to check applicability or conformity during a self-assessment or an audit. A control point can be checked and defined to be "Conformity," "Non-conformity," or "Not applicable." For example, "Conformity" can be checked as "O," "Non-conformity" can be checked as "X," and "Not applicable" can be indicated by "-" in the column.

3. Flow of an ASIAGAP audit and certification

The ASIAGAP standards consist of the following three documents.

- (1) ASIAGAP General Regulations
- (2) ASIAGAP Control Points and Compliance Criteria for Farms
- (3) ASIAGAP Control Points and Compliance Criteria for Group Administration

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

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

1. Steps for an individual farm audit and certification

- (1) Read and understand the "ASIAGAP Control Points and Compliance Criteria for Farms."
- (2) Establish procedures based on the "ASIAGAP Control Points and Compliance Criteria for Farms" and implement them.
- (3) Conduct a self-assessment and correct non-conformities.
- (4) Apply to the ASIAGAP audit and certification body for an audit and receive an audit. All the control points need to be audited, and each will be evaluated as "Conformity," "Non-conformity," or "Not applicable."
- (5) Take corrective actions for the non-conformities identified, and send the report on the corrective actions to the audit and certification body.
- (6) After a certification decision meeting by the audit and certification body, the farms that meet the following conformity level will be granted ASIAGAP certification.

100% conformity with the applicable Major Must
More than 85% conformity with the applicable Minor Must
of the "ASIAGAP Control Points and Compliance Criteria for Farms"

2. Steps for a group audit and certification

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

100% conformity with the applicable Major Musts
More than 85% conformity with the applicable Minor Musts
of the "ASIAGAP Control Points and Compliance Criteria for Farms"

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

5. Previous version

Application for initial and recertification audit based on the previous version, "ASIAGAP Control Points and Compliance Criteria (for Farms), Tea, Ver 2.3" shall be accepted until February 28, 2023; even after "ASIAGAP Control Points and Compliance Criteria (for Farms), Tea, Ver 2.3, Revised Version (1)" becomes effective.

6. Copyright

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

7. Disclaimer

The Japan GAP Foundation and the ASIAGAP audit and certification bodies do not hold legal responsibility for the agricultural produce sold by the certified farms and groups.

8. Terms and definitions (please also see the "ASIAGAP General Regulations")

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

English abbreviations

- (1) Agricultural produce: When crops are harvested from the farm, the harvested products are no longer called "crops" but are called "agricultural produce."
- (2) Application timing (pre-harvest intervals, etc.): Permitted timing of each agrochemical application.
- (3) ASIAGAP (ASIA Good Agricultural Practice): ASIAGAP is one of the GAP schemes developed by the Japan GAP Foundation, and it contains good farm management practices from the perspectives of farm operation, food safety, environmental conservation, workers' safety, human rights, and welfare, in the context of the production circumstances of Japanese agriculture and GFSI benchmarking requirements.
- (4) ASIAGAP General Regulations: Document that provides the principles of ASIAGAP; a general overview of the scheme, rules, and procedures for the ASIAGAP audits and certifications; the ASIAGAP logo display; and relationships with other GAP schemes.
- (5) ASIAGAP trainers: Those who have taken the ASIAGAP trainers basic course that is approved by the Japan GAP Foundation, passed the final exam, and maintained registration status as ASIAGAP trainers.

- (6) Black tea: Tea made using the full power of the oxidative enzymes in fresh leaves. It is completely fermented. (Ref. Japanese literature: Dictionary of Scientific Tea Terms).
- (7) CCP (Critical Control Point): The step in the process at which control measure(s) is (are) applied to prevent or reduce a significant food safety hazard to an acceptable level, and defined critical limit(s) and measurement enable the application of corrections. (ref. ISO22000:2018)
- (8) Certification: The act conducted by an audit/certification body that proves that a farm's management system or a group's administration complies with a certain standard.
- (9) Compliance criteria: Criteria for objective judgment regarding good farm management.
- (10) Compost: One type of "special fertilizer." Straw, rice husks, barks, animal waste, and other animal-based or plant-based organic matter (except for sludge and organs of fish and shellfish) that have been deposited, stirred, and decomposed (including those that contain urea, ammonium sulfate, or other materials that promote decomposition). (ref. Japanese laws and regulations: Notification of the Ministry of Agriculture, Fishery Forestry, "special fertilizer" based on the Fertilizer Control Law)
- (11) Control method: Activities that allow one to reduce or to eliminate hazards to the minimum acceptable level.
- (12) Control points: Points that should be respected from the five standpoints of farm operation, food safety, environmental conservation, workers' safety, welfare, and human rights.
- (13) Critical limit: Measurable value which separates acceptability from unacceptability. Critical limits are established to determine whether a CCP remains in control. If a critical limit is exceeded or not met, the products affected are to be handled as potentially unsafe products.(ref. ISO22000:2018)
- (14) Crop: Plants that are under cultivation in the field. It does not refer to the produce that has been harvested.
- (15) Cross-contamination: Microbiological contamination, agrochemical contamination, or contamination by foreign matters caused by the activity of workers, machinery, equipment, water, and air.
- (16) Cultivation process: Production activities in the field except for harvesting, such as sowing, nursery, transplanting, fertilizer application, agrochemical application, skiffing, and pruning.
- (17) Disinfection: Using chemical or physical methods to reduce microorganisms of agricultural produce to ensure safety (according to the Codex General Principles of Food Hygiene).
- (18) Drift: Spread of applied agricultural chemicals over non-targeted objects.

- (19) 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, resting/eating/smoking places for workers, and toilets.
- (20) Farm management system: A system that is necessary to implement sustainable farm management, which is the philosophy of ASIAGAP. A farm management system needs to be documented in a "Farm Management Manual" by each farm, and it should be effective and efficient.
- (21) Farm: A management entity that conducts the production of 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 management structure.
- (22) Fertilizer: Substances that are applied to the soil for plant nutrition and to induce chemical changes in the soil that support plant growth, as well as substances that are applied on the leaves of plants with the objective of contributing to the plant nutrition.
- (23) Fertilizers, etc.: In this document, the term "fertilizers, etc." also include soil conditioner, soil revitalizer, plant strengthener, foliar fertilizer, compost, mulching materials (rice straw, weeded grass, wood barks, etc.) and other inputs (inputs that have a fertilizing effect but are not registered, plant revitalizers, repellents, etc.).
- (24) Flow diagram: A process chart required in procedure 4 of HACCP establishment, which shows the stages of the production process and their connections. It describes a series of activities, starting from the receipt of inputs (water, soil, materials, etc.) used in the production process to product shipment, and it is an important document that becomes the basis for hazard analysis.
- (25) Food defence: Activity to prevent intentional contamination of food.
- (26) Food fraud: Conducting any fraud against food. This includes disguised production origin, disguised ingredients, disguised expiration date, disguised edibility, etc.
- (27) Food manufacturing water (Potable water): Water that can be used for food manufacturing, such as tea processing (defined in the manufacturing, processing, and cooking standards for food category 1-B of the standards and criteria for food and food additives).
- (28) Food safety hazard: Biological, chemical or physical agent in food with the potential to cause an adverse health effect. (ref. ISO22000:2018) For example, it includes biological hazards (e.g., pathogenic microorganisms), chemical hazards(e.g., heavy metals, chemical residue, and molds), physical hazards(e.g., foreign materials such as metal pieces and glass pieces), radio active substances, and allergens. It refers to presence, growth, or survival of these hazards in food.
- (29) Food Safety Management System: A system for establishing policies and goals regarding food safety and achieving such goals.
- (30) Food safety: Assurance that food will not cause an adverse health effect for the consumer when it is prepared and/or consumed in accordance with its intended use.(ref. ISO 22000:2018
- (31) Food: Under ASIAGAP, food refers to all edible and drinkable items.

- (32) Foreign matter: Objects that are not supposed to be contained in agricultural produce.
- (33) Fresh leaves: Food originated from tea plants that becomes ingredients for unrefined tea. Fresh leaves in this document refer only to the ingredients for unrefined tea, and do not include the leaves that are sold to be consumed fresh.
- (34) GAP (Good Agricultural Practice): Good Agricultural Practice refers to the standard that a producer should comply with during agricultural production and its implementation. It has various translations in Japanese.
- (35) General requirements: A comprehensive representation that should be implemented under multiple control points. Corresponding control points are 1.3.1 Food safety management system, 4.1 Prerequisite program, and 5.1 HACCP based system.
- (36) Government: This refers to the national government and local governments.
- (37) Green tea: Non-fermented tea produced by inactivating the oxidizing enzyme present in fresh leaves by applying a heat treatment (such as steaming or roasting) to fresh leaves. Green tea varieties include Sencha, Bancha, Gyokuro, Covered tea, Tencha, and Roasted tea.
- (38) Group administration: An administrative body that is set up within a group to govern the organization based on the ASIAGAP requirements.
- (39) Group audit and certification: audit and certification of both the state of group governance by the group administration and the state of management of the agricultural production processes by member farms.
- (40) Group: An organization where plural sites are controlled under one management system of the group administration.
- (41) HACCP (Hazard Analysis and Critical Control Point): A system to identify food safety hazards, evaluate them and control them (based on the general principles of the Codex Alimentarius).
- (42) HACCP-based system: A system that utilizes HACCP for food safety risk management of the entire process of agricultural production.
- (43) Harm: Damages that can be caused to human health, properties, or the environment. (ref. ISO/IEC Guide 51:2014)
- (44) Harvest lot: The minimum unit of harvesting that can be considered as the same produce. For example, a harvest lot can be defined with a plot number, a harvesting date, or a lot number.
- (45) Harvesting process: Activities including harvesting, trimming/packaging/temporary storage of harvested produce on site, and loading/transportation/delivery of harvested produce from the sites to the produce handling facility.
- (46) Hazards: Substances or conditions that can cause food accidents, environmental contamination, or work-related accidents. Refer to (54) for the definition of food safety hazards.
- (47) Hygiene: In this document, hygiene refers to food hygiene. Food hygiene consists of knowledge and technologies used to keep food in a safe state and prevent any hygiene hazard from eating and drinking.

- (48) ILO convention: Convention that has been established by the International Labour Organization (ILO). ILO is a specialized agency of the United Nations tasked to improve working conditions. It sets international norms regarding employment, salary, working hours, and health and safety of workers and encourage its member countries to ratify the norms.
- (49) Individual farm audit and certification: When a single farm (whether a corporate entity or a personal entity) goes through an ASIAGAP audit and gets certified.
- (50) Integrated Pest Management (IPM): Integration of appropriate methods to control the occurrence and growth of pests, diseases, and weeds, evaluating all available crop protection techniques while considering the economic threshold. It aims to reduce risks to human health and damage to the environment or keep them to a minimum. It aims to avoid disturbances of ecosystems by agriculture and tries to take maximum advantage of the natural mechanism of pest/disease/weed control by natural ecosystems. It contributes to the stable production of safe agricultural produce that can be trusted by consumers.
- (51) ISO (International Organization for Standardization): An organization that sets international standards. The standards that are established by the ISO are used to demonstrate the international credibility of product quality, management of factories, certification bodies, and laboratories.
- (52) ISO17025: Standard set by the ISO that stipulates requirements regarding the competence of laboratories and calibration schemes. The laboratories that are certified under this standard are considered to be internationally credible.
- (53) Laws and regulations: All types of laws and regulations that are established by the government. In this document, they refer to constitutions, treaties, laws, decrees, cabinet orders, ordinances, directives, announcements, and guidelines.
- (54) Major must: Control points that are most important and critical for legal compliance and food safety.
- (55) Maximum residue limit: Based on the Food Sanitation Act, this refers to the maximum level of agricultural chemicals that could be allowed to remain on the food produce, which do not affect human health.
- (56) Minor must: Control points with which conformity is strongly required.
- (57) Minors: Those who are under 18 years old. (ref. Japanese laws and regulations: Labour Standards Law)
- (58) Monitoring: Conducting a series of observations or measurements to determine whether the management procedures established for the CCP (Critical Control Points) are operating as intended.
- (59) New site: Site that has started being used in the past year or a site that is planned to be used in the future.
- (60) Non-conformity: The state in which a farm/group does not meet an ASIAGAP Compliance Criterion.
- (61) Not applicable: Control points that are not applicable to the farm. For example, 7.1.1 (agreement with subcontractors) would be not applicable for a farm that does not have any subcontractor.
- (62) Oolong tea: A semi-fermented tea, between green tea and black tea. The colour of the tea is reddish brown, and it is characterized by an easy-to-drink taste and strong fragrance. It is produced in Taiwan and the Fujian Province of China. Strictly

- (63) Organizational chart: A chart that clearly shows top management and the responsible person for each activity (personal names must be specified).
- (64) Parallel production ("parallel handling"): Simultaneous production of certified and non-certified crop of same item. (simultaneous handling of same agricultural produce item of certified and non certified is called "parallel handling".)
- (65) Pathogenic microorganisms: Bacteria, fungi (yeast, mold, etc.), Rickettsia, and viruses that cause infections in human bodies.
- (66) Plant residue: Portions of the harvest that are discarded or branches/stems/leaves/roots that are removed during cultivation or after harvesting. This can also be called crop residue.
- (67) Post-harvest agrochemicals: Agrochemicals that are used after harvesting, during the transportation or storage of agricultural produce. In Japan, they are categorized as food additives. In this document, post-harvest agrochemicals are categorized as agrochemicals.
- (68) Prerequisite program: Basic conditions and activities that are necessary within the organization and throughout the food chain to maintain food safety.(ref. ISO22000:2018) For example, it includes basic conditions and activities regarding the site location, and construction of facilities; internal layout of the facilities; management of water, soil, atmosphere, energy, waste, and wastewater; suitability of machinery, equipment, and tools and there ease of maintenance, cleaning, and washing; management of purchased inputs; produce handling; prevention of cross-contamination; cleaning, washing, sterilization, disinfection, prevention and control of pest infestation; personnel and visitor hygiene; etc.
- (69) Procedure: Order of conducting or setting up activities.
- (70) Process: A series of interrelated or interactive actions that use inputs to produce the intended outputs. Note: Inputs and outputs may be tangible (e.g., materials, parts, and equipment) or intangible (e.g., data, information, and knowledge) (ref. ISO 9001: 2015).
Process can also be applied to business activities, such as product development, sales, and purchasing; to resource management activities, such as education, training, and machinery maintenance; and to business management activities, such as policy management, auditing, and management review. The inputs in the agricultural production process correspond to materials, such as soil, water, propagation materials, agrochemicals, and fertilizers. The outputs correspond to agricultural products, byproducts, waste, etc.
- (71) Produce handling process: This refers to the process, including loading of agricultural produce into the handling facility, storage, sorting, trimming, washing, simple cutting, drying, processing, packing, and shipment from the facility (loading, transportation, and delivery).
- (72) Product complaint: To receive a complaint from a client due to a product defect.

- (73) Product defect: State of a product that does not allow normal sales, such as abnormal taste or smell, spoiling, deficient quantity, labelling mistakes, etc.
- (74) Product: Agricultural produce that is ready to be sent to a buyer from a farm or a group.
- (75) Production process: Series of production activities including the cultivation process, harvesting process, and produce handling process.
- (76) Protective clothing: Clothing used to protect a body from chemicals during agrochemical mixing and application.
- (77) Protective equipment: Equipment, other than clothing, that is used to protect a body from chemicals during agrochemical mixing and application. It includes hats, goggles, chemical-filtered masks, gloves, and rubber boots.
- (78) Recommendations: Control points that do not affect the audit result, but the implementation of which is encouraged to achieve ideal farm management.
- (79) Risk assessment: Analysis of the seriousness of the risks.
- (80) Risk: Combination of the probability of a potential hazard and the degree of its harm. (ref. ISO/IEC Guide 51: 2014)
- (81) Self-assessment: Assessing and verifying your own farm management, using the "ASIAGAP Control Points and Compliance Criteria for Farms."
- (82) Site: Farm(s) and/or facility(ies) for which operation records are collected and verified by one manager.
- (83) Soil analysis: Comprehensive analysis of the state of the soil of a site with the purpose of improving crop productivity and quality, improving the efficiency of agricultural activities, and calculating the appropriate fertilizer quantity and soil conditioners.
- (84) Standard fertilization: Standard doses and application methods of fertilizers set by the government.
- (85) Tea factory: Agricultural processing facilities that conduct unrefined tea processing and refined tea processing
- (86) Tea: Plants that belong to *Camellia sinensis* (L) O. Kuntze. The JGAP Standard Item List includes green tea, black tea and oolong tea. It doesn't include post-fermented tea (pu-erh tea, etc.) which uses fermentation effect of microorganisms such as yeast. Please refer to the ASIAGAP Standard Item List for details.
- (87) Traceability: The ability to follow the history, application, movement and location of an object through specified stage(s) of production, processing and distribution. (ref. ISO22000:2018). Subsequently, one can trace the records of the site to identify the planting materials, fertilizers, and agrochemicals used to produce the product.
- (88) Unrefined tea processing: Series of processes that include loading of fresh leaves, their storage, manufacturing of unrefined tea, packaging of crude tea, their storage and shipping

- (89) Unrefined tea: An agricultural product, which is the raw material used to produce finished tea (suitable for drinking). It is made of fresh leaves. "Ten cha," which is the raw material used to make Matcha, is also known as "unrefined tea."
- (90) Verification: Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.(ref.ISO22000:2018)
- (91) Violation of rules by a farm/group: The state in which a farm/group violates the rules based on the "ASIAGAP Control Points and Compliance Criteria for Farms" and the "ASIAGAP Control Points and Compliance Criteria for Group Administration" and/or the rules set forth in the "ASIAGAP General Regulations."
- (92) Waste: Garbage, bulky waste, cinders, sludge, manure, waste oil, waste acid, waste alkali, animal carcasses, and other wastes in a solid or a liquid form (except for radioactive substances and things that have been contaminated by radioactivity). (ref. Waste Management and Public Cleansing Law, Article 2, Paragraph 1)
- (93) Wastewater: Water that is discarded because it has been contaminated with foreign matter and harmful substances after use. For example, it includes wastewater from factories and greywater.

No.	Level	Control Point	Compliance Criteria	Result	Comment
A. Basic farm management					
1. Visualization of farm management					
1.1	Major	Scope	<p>The latest information about the following applicable scope is documented.</p> <p>(1) Farm (farm name, address, contact numbers)</p> <p>(2) Product (name of the produce and item that are under cultivation or are planned for cultivation)</p> <p>(3) Sector</p> <p>(4) Site (name, address, area size, crop)</p> <p>(5) Storage (name, address, and materials stored, such as agrochemicals, fertilizers, fuels, machinery, etc.)</p> <p>(6) Produce handling facility (name/identification, address, items handled)</p> <p>(7) Subcontractors (name, process outsourced, address, contact numbers)</p>		
1.2	Major	Map of sites and facilities	There is a map that indicates the sites and facilities of the farm. It should also indicate the areas surrounding the farm.		
1.3	Major	Farm management system	A farm management system has been established and documented in a farm management manual, which stipulates how to implement the farm management required by ASIAGAP.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
1.3.1	Major	Food safety management system (general requirements)	<p>As part of the farm management system, a food safety management system has been established based on the safety risk of agricultural products, and it is implemented, maintained and continuously improved. The food safety management system complies with the following items:</p> <p>(1) The scope of the food safety management system is defined. (2) It complies with the laws of food safety. (3) It identifies the processes needed for the food safety management system. (4) It determines the sequence and interaction of these processes. (5) It determines the criteria and methods required to ensure the effective operation and control of these processes. (6) It ensures the availability of resources and information necessary to support the operation and monitoring of these processes. (7) It measures, monitors, and analyses these processes and implements actions necessary to achieve planned results and continuous improvement. (8) It includes a implementation of verification procedure of the food safety management system to verify that the system continues to be effective.</p>		
1.4	Major	Issuance of a farm management manual	<p>A farm management manual is developed or revised, according to the following procedures. Implementation of the procedures can be confirmed through records.</p> <p>(1) The manual is developed per the instructions of the farm manager. (2) The manual has been verified by a person who fully understands ASIAGAP. (3) The manual has been approved by the farm representative.</p>		
1.5	Major	Revision of a farm management manual	<p>(1) The farm manager revised the content of the farm management manual at least once a year. (2) Top management supports the improvements of the farm management manual and keeps its content recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
1.6	Major	Management of the latest version of a farm management manual	<p>When a farm management manual is revised, the following actions are conducted.</p> <p>(1) The old version and the new version are clearly identified.</p> <p>(2) The changes have been explained to the workers.</p>		
2. Responsibilities of top management					
2.1	Major	Responsibilities and authorities	<p>(1) There is an organizational chart that clarifies the following responsible persons:</p> <p>1)Top management</p> <p>2)Farm manager (a person who is in charge of site management)</p> <p>3)Person responsible for product management (a person who can respond to cases of abnormalities and complaints regarding product and food safety issues)</p> <p>4)Responsible personnel for produce handling facility (a person who is responsible for the operation of produce handling facilities)</p> <p>5)Responsible personnel for fertilizer management (a person who is responsible for selection, planning, applications, and storage of fertilizers)</p> <p>6)Responsible personnel for agrochemical management (a person who is responsible for selection, planning, applications, and storage of agrochemicals)</p> <p>7)Responsible personnel for worker safety (a person who is responsible for preventing injuries and accidents during work)</p> <p>8)Responsible personnel for labour management (a person who is responsible for the working environment within the farm, welfare, and working conditions, such as working hours, rest periods, holidays, and wages)</p> <p>(2) Top management has provided enough authority to the above responsible personnel, and made clear to each person the control points in that document for which he/she is responsible.</p> <p>(3) Top management has ensured that all the staff understand who is responsible for each area.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2.2	Major	Policy	<p>(1) Top management has documented the farm's policy statement. This policy includes food safety policy, legal compliance, and continuous improvement of the farm management.</p> <p>(2) Top management has ensured that all staff in the farm understand the above principles and objectives.</p>		
2.2.1	Major	Food safety objectives	Top management has set measurable objectives with regard to the food safety policy mentioned in Control Point 2.2.		
2.3	Major	Implementation of internal audits	<p>(1) ASIAGAP internal audits are scheduled and conducted accordingly at least once a year, and the results shall be recorded.</p> <p>(2) Internal audit is conducted by a person(s) who sufficiently understand ASIAGAP.</p> <p>(3) Corrective actions are taken against the non-conformity pointed out by internal audits, and these actions are recorded.</p>		
2.4	Major	Management review	<p>(1) Top management reviews the effectiveness of the farm management system at least once a year, based on the result of the self-assessments (or the result of the internal audits in the case of a group), and communicates necessary improvements to the corresponding responsible personnel, as necessary.</p> <p>(2) Instructions on improvements given to the responsible personnel are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2.4.1	Major	Progress in achievement of food safety goals	Top management conducts revision of the farm management system (Control Point 2.4), based on the progress in achievement of food safety goals (Control Point 2.2.1).		
2.4.2	Major	Grasping how food safety culture is nurtured	Top management shall conduct the following activities regarding food safety culture to establish, implement and continuously improve food safety management. (1) Educate and train workers (2) Record communications with the workers and the workers' opinions and impressions. (3) Record the effectiveness of such efforts (the depth of understanding and compliance with work procedures of the workers)		
2.4.3	Major	Identification and provision of management resources	Top management determines and provides, in a timely manner, the qualified resources (including suitably qualified personnel) that are necessary to implement, maintain, and improve the farm management manual, which includes the food safety system.		
2.4.4	Major	Review of the HACCP based system	Top management revises the HACCP-based system, which is stated in Control Point 5.1, at least once a year to ensure its continuing applicability, suitability, and effectiveness. In the event of any change that impacts food safety, top management reviews the HACCP based system and food safety management procedures, including the prerequisite programs. The review includes analysis of the farm management manual and food safety goals, which are part of the food safety management system.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2.5	Minor	Protection of intellectual properties	(1) When new technologies, new varieties, or new product brands are developed by the farm, they are protected and utilized as intellectual properties of the farm. (2) The farm does not infringe upon intellectual properties of others, such as registered varieties.		
2.6	Major	Appropriate use of trademark	The use of the trademark owned by Japan GAP Foundation and the explanatory documents of ASIAGAP follow the relative standard documents and satisfy the following items. (1) The trademarks and logo marks are used with the approval from Japan GAP Foundation. (2) The users obtain the confirmation from Japan GAP Foundation on their usage. (3) Logo mark shall not be used on the package for consumers.		
3. Planning and evaluation					
3.1	Major	Production planning	The field manager has developed a documented production plan that includes the following. (1) Activities and their timing (2) Expected yield per crop item, estimated production volumes of unrefined tea/ refined tea (3) Goal regarding productivity		
3.2	Major	Records of activities	Activities on the sites and in produce handling facilities are recorded. The records contain the following items: - Date - Operator name(s) - Activity - Application machinery		

No.	Level	Control Point	Compliance Criteria	Result	Comment
3.3	Major	Maintenance of records	<p>(1) There is a documented management procedure to appropriately store the documents and records required in order to prove compliance with ASIAGAP.</p> <p>(2) The records required by ASIAGAP are kept in the manner defined in (1), effectively controlled, and stored for at least the past two years. For the first audit, the records of the past three months prior to the date of audit are available. After the first audit, the farm continuously keeps records.</p> <p>(3) When a law or customer requires any record to be kept for more than two years, or agricultural produce to be on the shelf at the retail exceeding for two years, the farm keeps the records according to the requirement.</p> <p>(4) The documents and records required in order to prove compliance with ASIAGAP are managed appropriately, and can always be viewed promptly as requested.</p>		
3.4	Recom.	Evaluation of the plan and achievements	<p>(1) Implementation of the plan developed in Control Point 3.1. is recorded.</p> <p>(2) The plan and its implementation are evaluated, and the evaluation result is used to develop the next plan.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
4. Prerequisite program for food safety					
4.1	Major	Establishment of a prerequisite program (general requirement)	<p>The farm has established, implemented and maintained a prerequisite program. The prerequisite program includes items (1)-(11), and at least complies with the corresponding control points. The program has been developed by competent personnel. Condition of sites, facilities, machinery, infrastructure and equipment are confirmed and inspected to be suitable to secure and maintain food safety. When necessary, workers have been instructed regarding the rules through work procedures and work instructions (including photos and displays).</p> <p>(1) Sites, location, and construction of facilities (ref. Control Points 17.8, 17.10, and 17.11) (2) Internal layout of the facilities (ref. Control Point 17.7) (3) Water, soil (including substrates), air, energy, etc. (ref. Control Points 16.1, 15.1, and 19.1) (4) Waste and wastewater management (ref. Control Points 16.3 and 20.1) (5) Suitability of the machinery, infrastructure, and equipment, and the easiness of cleaning, washing, maintenance, and preventive maintenance (ref. Chapter 18) (6) Management of purchased materials (propagation materials, agrochemicals, fertilizers, other agricultural materials, packaging materials, etc.) (ref. Chapters 23, 24, and 25 and Control Point 18.3) (7) Agricultural produce handling, including storage and transportation (ref. Control Points 17.4 and 18.1) (8) Prevention of cross-contamination (ref. Control Point 17.5 and 17.6) (9) Contamination, cleaning, washing, sterilization, and disinfection (ref. Control Points 13.3.1, 13.3.2, 18.1 and 20.3) (10) Prevention of entry of pests and their control (ref. Control Point 17.1) (11) Hygiene of workers and visitors (ref. Control Points 13.1 and 13.2)</p>		
4.2	Major	Verification and maintenance of the prerequisite program	<p>(1) The prerequisite program implemented under Control Point 4.1 is verified and modified according to changes in the work environment. (2) The above verification and modifications are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5. Risk management of food safety in production process					
5.1	Major	HACCP based system (general requirement)	<p>Top management develops a HACCP based system that includes a prerequisite program based on the seven principles and 12 procedures of HACCP and the relevant laws. The system is developed in accordance with the HACCP development methodology of the Codex Committee Guidelines, i.e., the Codex Alimentarius Commission adopted the revised Code of Practice (General Principles of Food Hygiene CXC 1-1969, Rev.2020). Under the above system, Chapters 4 and 5 are implemented to ensure that application of agricultural inputs is managed properly to minimize the potential for microbial or chemical contamination that may adversely affect the safety of the produce (including the measures against allergen). The system includes a standard work procedure manual and work instructions as necessary. The results of a risk assessment demonstrate that the food safety management is effective.</p>		
5.2	Major	Organizing a HACCP team	<p>The person responsible for product management set up a HACCP team and conducts food safety risk management in the production process, as defined in Chapter 5. The HACCP team consists of persons with diverse knowledge and experience in the field of food safety. The team may seek advice from external experts.</p> <p>* In the case of a producer group, a HACCP team for the group can manage all producers in the group.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.3	Major	Clarification of product specifications	<p>The following product specifications are recorded for each product or product group.</p> <ul style="list-style-type: none"> (1) Product name or product group name (2) Inputs of adequate quality for the intended use (soil, water, propagation materials, other agricultural materials, etc.) (3) Cultivation, trimming, and shipping method (4) Intended use and targeting users for food safety (5) The minimum acceptable level of food safety hazards of agricultural products (when there are official standards/criteria or requirements of clients regarding agricultural chemical residue, radioactive materials, heavy metals, microorganisms, foreign matter, etc.) (6) Storage condition, shelf life, and delivery condition (7) Content of labelling 		
5.4	Major	Clarification of production process	<ul style="list-style-type: none"> (1) The flow diagram of the production process is documented. The flow diagram shows the connection of the production process and inputs, as identified in Control Point 5.3(2), used at each step. (2) The flow diagram has been verified on site and is accurate. The results of the verification are recorded. 		
5.5	Major	Identification of food safety hazards	Based on the flow diagram in Control Point 5.4, the potential food safety hazards are identified and listed.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.6	Major	Risk assessment of food safety hazards	<p>(1) Risk assessment of the food safety hazards identified under Control Point 5.5 has been conducted.</p> <p>(2) Risk assessment of the food safety hazards has been conducted by taking into consideration the likely occurrence of food safety hazards and the severity of their adverse health effects. If a risk assessment was required by other control points, the result of the risk assessment has been used.</p>		
5.7	Major	Identification of management process and implementation method	<p>(1) Management methods are identified to eliminate or reduce food safety hazards including contamination, based on the risk assessment conducted under Control Point 5.6. A single management method can address more than one hazards.</p> <p>(2) The management method to control food safety hazards that have been considered high risk in Control Point 5.6 is defined as a CCP (Critical Control Point) when it is indispensable for eliminating or reducing food safety hazards to below the minimum acceptable levels. A management method can be defined as a CCP only when settled monitoring indicators and their critical limit can be monitored. A CCP has been defined by taking into consideration a post-process that can eliminate or reduce food safety hazards to below the minimum acceptable level.</p> <p>(3) For the CCPs defined in (2), the process to be managed, the food safety hazards, the management methods, and the monitoring system (monitoring indicators, critical limit, monitoring frequency, monitoring procedure, responsible personnel, monitoring equipment if used, monitoring records, and measures taken in case of exceeding the critical limit) are documented as an operational plan.</p> <p>(4) Before operating the management methods identified in (3), their effectiveness is validated and recorded to ensure that they can eliminate the food safety hazards or reduce them to below the allowed limits.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
5.8	Major	Implementation of the management methods	(1) The management methods established under Control Point 5.7 are implemented. (2) When the monitoring of CCPs based on Control Point 5.7 (3) detects that the critical limit has been exceeded, countermeasures are taken according to the CCP operational plan.		
5.9	Major	Verification of the management methods	(1) The procedures (methods, responsible personnel, frequency, and records) to verify that implementation of the management methods according to Control Point 5.8 is effective are documented (2) Verification based on (1) is carried out and recorded. (3) As a result of the verification, countermeasures are implemented and recorded when the implementation of the management methods is not effective. The countermeasures include a review of the management methods and their implementation. If they affect product safety, the procedures for handling nonconforming products in Control Point 8.3 and for handling complaints and abnormalities of products in Control Point 9.1 are implemented.		
5.10	Major	Review of the food safety risk management	(1) The food safety risk management in Control Points 5.2 to 5.9 is reviewed and updated by the HACCP team at least once a year and when changes of the production process that affect food safety of products occur. (2) The results of the review conducted under (1) are recorded and reflected in a review of the HACCP-based system under Control Point 2.4.4.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
6. Food defence and food fraud mitigation					
6.1	Major	Food defence	<p>(1) Potential threats related to food defence, such as contamination of crops, agricultural products, water, soil, and materials, etc., by foreign matter and pollutants are identified, and a procedure for the food defence assessment to prioritize measures against the threats is documented, implemented, and recorded.</p> <p>(2) The plan that includes measures to mitigate the identified threats is documented.</p> <p>(3) This plan (the food defence plan) is incorporated into the food safety management system and is being implemented.</p>		
6.2	Major	Food fraud mitigation	<p>(1) Falsification of records and displays of agricultural products and intentional contamination are identified, and a procedure to prioritize potential food fraud vulnerability is documented and implemented.</p> <p>(2) A plan that includes measures to mitigate the food safety risks from food fraud vulnerabilities is documented.</p> <p>(3) This plan (the food fraud mitigation plan) is incorporated into the food safety management system and is being implemented.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7. Supplier management					
7.1 Management of subcontractors					
7.1.1	Major	Agreement with the subcontractors	<p>There is a contract between the farm and the subcontractors. The contract document includes the following items.</p> <ul style="list-style-type: none"> (1) Name, address, and contact information of top management (2) Name, address, contact information, and representative of the subcontractor (3) Process that has been outsourced and the food safety rules regarding the process (4) Agreement to follow the rules set by the farm regarding (3) (5) Agreement regarding sanctions in case of a violation of the contract (6) Agreement regarding receiving inspection by the external entity and taking corrective actions, in case non-conformities are detected. <p>In cases where it is not possible for the farm and the subcontractor to sign a contract document, the farm can alternatively confirm the documents disclosed publicly by the subcontractor, including their terms and conditions, with validating that there is no adverse effects to food safety.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7.1.2	Major	Verification of the subcontractors	<p>The farm verifies the subcontractor's conformity with the rules established in the contract (ref. Control Point 7.1.1) at least once a year, and the result is recorded. The record contains the following information.</p> <p>(1) Name of the subcontractor (2) Verification date (3) Name of the verifier (4) Non-conformity (5) Requests for corrective actions or implementation of corresponding sanctions</p> <p>In cases in which the subcontractor is already certified by ASIAGAP or another third-party certification scheme recognized by the ASIAGAP Association, the farm can alternatively confirm the subcontractor's certificate with its scope and validity, instead of conducting verification.</p>		
7.2 Management of suppliers and service providers					
7.2.1	Major	Assessment and selection of laboratories	The farm confirms that the laboratory that conducts food safety analysis of agrochemical residue, water quality, heavy metals, microorganisms, and radioactive substances performs in line with the requirements applicable to ISO17025.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7.2.2	Major	Assessment, selection, and monitoring of suppliers and service providers	<p>(1) Procedures for credibility assessment, selection, and monitoring of the following suppliers and service providers, which have an impact on the safety of produce, are documented.</p> <p>1)Suppliers of water, electricity, gas, fuel, etc.</p> <p>2)Suppliers of inputs, such as propagation materials, agrochemicals, fertilizers, and packaging materials</p> <p>3)Suppliers and maintenance service providers of machinery and infrastructure</p> <p>(2) Suppliers are assessed, selected, and monitored based on the procedure defined in (1). This includes emergency procurements. The results of assessment, selection, and monitoring are recorded. When resuming business with certain suppliers, such suppliers are reassessed and selected, and the results of the reassessment the selection are recorded.</p>		
7.2.3	Major	Specification of purchasing and provided services	<p>(1) Documented specifications of purchasing and provided services (including utilities, transport and maintenance) which have effect on food safety are maintained.</p> <p>(2) Risk assessment and the selection are in place to find there is no problem on food safety from the purchasing and provided services mentioned in above (1).</p> <p>(3) Risk assessment and the selection are conducted when there is an alteration in purchasing and provided services.</p>		
7.2.4	Major	Transactions of Suppliers and Service Providers	<p>(1) The farm confirms if the products or services correspond to the specifications mentioned in 7.2.3, analyse if necessary, and store evidence of receipt.</p> <p>(2) The farm does not make transactions with suppliers or service providers that have not been selected through CPCC7.2.2 (2).</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
8. Product inspection and sorting					
8.1	Major	Input/Product inspection	(1) The farm prepares and implements a system to ensure analysis of inputs that have an effect on food safety. (2) An examination of the item, at least regarding the product specifications clarified in Control Point 5.3, is conducted, and a procedure to ship only the products that conform to the product specifications is documented and implemented. (3) The equipment that is necessary for the above inspection is specified (ref. Control Point 18.2) .		
8.2.1	Major	Response to a nuclear disaster	(1) The farm follows the government instruction on crop cultivation and product shipment regarding a nuclear disaster, and the farm can demonstrate the safety of its produce through means such as radioactivity analysis. (2) The farm confirms the safety of the soil, water, and fertilizers through the following control points: Control Point 15.1 for soil, Control Point 16.1.1 for water, and Control Point 25.1.3 for fertilizers.		
8.2.2	Major	Removal of foreign matter	(1) The farm can explain the procedures for removing foreign matter at different stages of the process. (2) The farm has established a mechanism for removing foreign matter, based on the procedures mentioned in (1).		

No.	Level	Control Point	Compliance Criteria	Result	Comment
8.3	Major	Handling of produce	<p>(1) There is a documented procedure to sort and identify agricultural produce that meets the product specifications from agricultural produce that does not meet the product specifications. The procedure includes the management of agricultural produce that does not meet the product specifications. Agricultural produce is are handled, sorted, graded and packed in a manner that minimizes sources of biological, chemical and physical contamination.</p> <p>(2) According to the procedure in (1), the farm sorts the produce that meets the product specifications and produce that does not meet the product specifications and manages product that does not meet the product specifications.</p> <p>(3) When the produce could significantly affect food safety or food quality, the produce is managed based on Control Points 9.1.1 and 9.1.2.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
9. Handling of complaints, abnormalities, and violations of rules					
9.1 Handling of complaints and abnormalities of products					
9.1.1	Major	Procedures for handling complaints and abnormalities of products	<p>There are written effective incident management procedures for handling the cases of complaints and abnormalities of products, and the following points are clear in the document. Product abnormalities include serious accident or incident, which might provoke serious accident, related to the safety of harvested produce, agricultural products under preparation, or shipments.</p> <p>(1) Reporting to the person responsible for product management, in the case of complaints and abnormalities of products</p> <p>(2) Analysis of the situation and the impacts (including the decision regarding product recall)</p> <p>(3) Emergency responses (contacting clients that can be affected, consulting and informing relevant institutions, product recall, stock withdrawal including removal from shelves, disposal of products with problems, etc.)</p> <p>(4) Investigation of causes</p> <p>(5) Corrective actions and their completion due dates</p> <p>(6) Reporting to the ASIAGAP audit and certification body, in case the illegalities are founded</p> <p>(7) Verification of the effectiveness of the corrective actions taken</p> <p>(8) Plan for practice run for product recall to confirm the effectiveness of control procedure</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
9.1.2	Major	Handling of complaints and abnormalities of products	The records show that the farm handled complaints and abnormalities of products according to the procedures established in Control Point 9.1.1.		
9.1.3	Major	Product recall practice run	(1) The farm conducts a practice run for product recall based on Control Point 9.1.1(8) assuming occurrence of product complaint or abnormality at least once a year and records the result. (2) Based on the result of the trial, the farm revises the procedures established in Control Point 9.1.1.		
9.2 Handling of the farm's violations of rules					
9.2.1	Major	Procedures for handling the farm's violations of rules	There are documented procedures for handling cases of the farm's violations of rules, and the following points are clear in the document. (1) Analysis of the situation and the impacts (2) Emergency responses (contacting clients that can be affected, consulting and informing relevant institutions, etc.) (3) Investigation of causes (4) Corrective actions (5) Reporting to the ASIAGAP audit and certification body in the case of violations of the General Regulations		
9.2.2	Major	Handling the farm's violations of rules	The records show that the farm handled cases of its violations of rules according to the procedures established in Control Point 9.2.1.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10. Product identification and traceability					
10.1 Traceability					
10.1.1	Major	Product display (for unrefined tea)	<p>The shipped product, invoice, or delivery note contains the following information.</p> <p>(1) Variety name (2) Ingredients (including food additives) (3) Place of origin (4) Volume (5) Name and address of the manufacturer (6) Product identification information (shipping date, variety, lot number, etc.)</p>		
10.1.1.1	Major	Appropriate labelling	<p>(1) The product to be shipped is labelled in accordance with the food regulations of the country of destination.</p> <p>(2) All the products to be shipped that intentionally or potentially include allergic substances are labelled in accordance with the labelling regulations for allergens of the country of destination.</p>		
10.1.2	Major	Shipping records(for unrefined tea)	<p>There are records that connect the shipment of a product (unrefined tea) with its manufacturing process. The records contain the following information.</p> <p>(1) Shipping date (2) Clients (3) Variety name (4) Shipped quantity (5) Manufacturing lot (unrefined tea)</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.1.3	Major	Shipping records (for fresh leaves)	<p>There are records that connect the shipment of a product (fresh leaves) with its harvesting process. The records contain the following information.</p> <p>(1) Shipping date (2) Clients (3) Variety name (4) Shipped quantity (5) Harvesting lot (fresh leaves)</p>		
10.1.4	Major	Unrefined tea manufacturing record	<p>When unrefined tea is manufactured, manufacturing records connect the tea with its harvesting process. The records contain the following information.</p> <p>(1) Manufacturing lot (unrefined tea) (2) Manufacturing date (unrefined tea) (3) Manufactured quantity (unrefined tea) (4) The lot/s of harvested fresh leaves used in manufacturing the unrefined tea</p>		
10.1.5	Major	Harvesting record	<p>The following harvesting information is recorded.</p> <p>(1) The lot of fresh leaves harvested (2) Variety name (3) Date harvested (4) Quantity harvested (5) Site of harvesting</p>		
10.1.6	Major	Verification on accuracy of quantity shipped	<p>Accuracy of quantity shipped, including pararely handled quantity shipped, is verified by calculating yield from quantity harvested and shipped.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.2	Major	Handling of produce from other farms	<p>(1) If the farm handles produce from other farms, there is a countermeasure to distinguish produce from each farm and to prevent unintentional mixing of produce from the other farms. The countermeasure can be monitored through the records.</p> <p>(2) When the farm conducts sales of the produce from other farms, it uses correct product displays that would not miscommunicate about the farms of origin.</p>		
10.3	Major	The prevention of any mixing between different varieties or produce intended for other purposes	<p>(1) When different varieties are sold separately, there are countermeasures in place to prevent the mixing of varieties that resemble each other.</p> <p>(2) There are countermeasures in place to prevent produce intended for human consumption from being mixed with produce for non-food purposes.</p>		
10.4	Major	The purchase of certified produce	<p>(1) The purchase record of certified produce includes the following information:</p> <ol style="list-style-type: none"> 1) Name of the farm/group that the produce was purchased from 2) Purchase date 3) Variety names of the purchased produce 4) Quantity of purchased produce <p>(2) When the farm sells purchased produce as ASIAGAP-certified, the farm needs to obtain a copy of the ASIAGAP certificate and confirm that its scope and period of validity are appropriate.</p>		
10.4.1	Major	Verification on accuracy of quantity of produce	As for the purchased produce, accuracy of quantity purchased and sold is verified.		
10.5	Major	Test on traceability	Test on function of traceability system covering from material purchase (specified as input in control point 5.3) to shipment of product shall be conducted at least once a year and the results are recorded.		

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

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

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.6	Major	Person responsible for labour management	<p>(1) The person responsible for labour management (ref. Control Point 2.1) oversees the work to manage the working environment, welfare, and working conditions on the farm.</p> <p>(2) The person responsible for labour management implements the following items.</p> <p>1) He/she is capable of explaining his/her knowledge on the ASIAGAP Control Points of his/her work area.</p> <p>2) He/she makes an effort to improve his/her knowledge of human rights, welfare, and labour management by obtaining qualifications or training from qualified persons.</p>		
11.7	Major	Training of workers	<p>(1) The responsible personnel listed in Control Point 2.1 conduct training on the corresponding rules on the farm based on the ASIAGAP for all the workers that they supervise, at least once a year. Each responsible person records the training results. The records include the training date, the participants, and the content of the training. The responsible personnel can present the training materials that were used in the training.</p> <p>(2) If there are foreigners among the workers, training is conducted in a manner that they can understand (language, use of illustrations, etc.).</p>		
11.8	Major	Official qualification or completion of a training course	If there is a worker that is conducting work that requires an official qualification based on a law or completion of a training course, the worker can prove that he/she meets the requirement.		
11.9	Major	Communications of the rules to visitors	<p>There are documented rules of the farm on the following points that visitors need to respect. The rules are communicated to visitors to draw their attention. If there are foreigners among the visitors, the rules are communicated in a manner that they can understand (language, use of illustrations, etc.).</p> <p>(1) Worker safety</p> <p>(2) Food safety</p> <p>(3) Environmental conservation</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.10	Recom.	Human resource development	<p>The farm works on the following items to develop farm successors and workers.</p> <p>(1) The farm successors and workers are involved in the documentation process of the farm management (ref. Control Point 1.3) or in the production planning (ref. Control Point 3.1).</p> <p>(2) Evaluation results of the plan and the achievements (ref. Control Point 3.4) and information regarding the farm operation are shared with the successors and workers.</p> <p>(3) Responsibilities and authorities are progressively allocated to the successors and workers.</p>		
12. Human rights, welfare, and labour management					
12.1	Major	Proper recruitment of workers	<p>(1) There is a list of workers. The list includes the workers' names, birth dates, sex, address, and employment date. Private information of the workers is managed with confidentiality.</p> <p>(2) When a foreigner is employed, the farm ensures that the person has a valid work visa.</p> <p>(3) The farm does not use "child labour" as defined by the ILO convention or another law that is stricter. Employment of minors abides by the relevant laws.</p> <p>* When the farm is operated only by relatives living together (a family operation), this control point is not applicable. Whether an individual is a worker is determined based on whether labour service is provided under direction and supervision and whether wages are paid for labour service. Those who work temporarily for certain seasons are also considered to be workers.</p>		
12.2	Major	No forced labour	<p>The farm has a mechanism to prevent the following from happening.</p> <p>(1) A worker has been recruited through human trafficking, slave labour, or prison labour.</p> <p>(2) A worker has been forced into labour through assault, intimidation, imprisonment, or other mental or physical means that unduly constrain his/her freedom.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.3	Minor	Communication between the employer and the worker	<p>(1) There is a meeting between the employer and the worker at least once a year to exchange opinions about the working conditions, working environment, and worker safety. The minutes of the meeting are recorded.</p> <p>(2) There is agreement regarding the right of collective bargaining of an organization, between the employer and the labour union or the worker's representative. If any agreement has been signed by both parties, the agreement is respected.</p> <p>* Not applicable when there is no worker</p>		
12.4	Major	No discrimination	Decisions on labour conditions are made based only on the level of competency to conduct the work and are not influenced by race, ethnicity, nationality, religion, or gender.		
12.5	Minor	Disclosure of the working condition	<p>(1) The employer presents the following points regarding working conditions to a potential worker before employment.</p> <p>1)Content and location of the work</p> <p>2)Employment period (if the employment period is limited, the farm needs to present the terms of contract renewal)</p> <p>3)Working hours, break time, holidays</p> <p>4)Wage, payment method, payment time</p> <p>5)Issues regarding dismissal (rights and conditions for dismissal, etc.)</p> <p>(2) When a potential worker is a foreigner, the working condition is communicated in a documented form and the like, in a language that the person can understand.</p>		
12.6	Minor	Compliance of working conditions	<p>(1) The working hours, holidays and break times comply with the laws.</p> <p>(2) The wage is not below the minimum wage that is set by the government. When there is no minimum wage set by the government, the wage is not below the amount presented in Control Point 12.5.</p> <p>(3) Extra pay for work at night, overtime, and work on holidays follows the laws.</p> <p>(4) The workers receive their wages within the timeframe presented in Control Point 12.5.</p> <p>(5) There is no unreasonable or excessive deduction from the wage. Deduction if any should be based on formalities prescribed by law.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.7	Minor	Workers' housing	When the farm provides housing to the workers due to a necessity for labour management, the housing is safe and is equipped with a healthy living environment.		
12.8	Recom.	Agreement for family operation	When the farm is operated only by family members who live together, there is a documented agreement negotiated through family discussions regarding the working environment on which all the family members agree.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.9	Recom.	Setting up a working environment	(1) The farm is aware of the physiological needs of the workers and sets up a suitable working environment. (2) The farm is aware of physical burdens and sets up measures to relieve such burdens at the site, storage, and produce handling facilities.		
13. Hygiene management of workers and visitors					
13.1	Major	Countermeasures against the health issues of workers and visitors	(1) There is a procedure to check the health condition, including the one affects food safety, of workers and visitors and such is implemented. The procedure stipulates that disease or its symptom shall be promptly reported to farm manager in line with the legal restrictions of a nation or region. (2) The farm manager, following the above (1), prohibits the persons who are suffering from or understood or suspected to be carriers of the disease which might be contagious by agricultural produce prohibits entering into or work at the area of producing, harvesting, and food handling facilities.		
13.2	Major	Rules for the workers and visitors	There are documented rules on hygiene management to minimize the food safety risks on the following points. The rules have been communicated to the workers engaged in producing, harvesting and produce handling and to the visitors. (1) Providing, fitting and cleaning of work clothes, caps, masks, shoes, gloves, and personal belongings (2) Hand washing procedure (including hand washing training and frequency), disinfection, and nails (3) Smoking, eating, coughing, sneezing, and spitting (4) Use of the toilet (5) Touching of agricultural produce (6) Personal effects such as jewellery, watches or other items shall not be worn or brought into product harvesting and handling areas.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
13.3 Management of hygiene facilities					
13.3.1	Major	Hand-washing facilities	There are hand-washing facilities near toilets and produce handling facilities, and there are a sufficient number of hand-washing facilities for the number of workers present. The hand-washing facilities are kept hygienic, and are equipped with hygienic water (ref. Control Point 16.1.2), soaps, towels, and disinfectants.		
13.3.2	Major	Set-up and hygiene of the toilets	(1) There are enough toilets close to the work place. (2) The toilets are regularly cleaned and maintained in a hygienic manner. (3) Any breakage of the toilets that can affect hygiene is fixed. (4) Filth and sewage from the toilets are disposed appropriately and do not contaminate the sites, facilities, or water canals of the farm.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
14. Worker safety management and responses in case of accidents					
14.1	Major	Worker safety	<p>(1) The farm conducts a risk assessment on dangerous places and dangerous activities in the sites, paths, storage, and produce handling facilities at least once a year and documents the countermeasures to prevent accidents or injuries. The risk assessments and the measures take into account the accidents and injuries that have taken place on the farm or in a similar farm or the cases of close calls on the farm. The following dangerous activities are considered in the risk assessments.</p> <p>1) Loading and unloading using a riding machine, and its use on slopes or steps</p> <p>2) Use of a brush cutter on slopes</p> <p>3) Adjusting or repairing the rotating parts of fresh-leaf cutters in tea factories</p> <p>4) Re-starting rotating machinery after repair or cleaning in tea factories</p> <p>(2) The countermeasures established in (1) to prevent accidents or injuries are understood by the workers and are implemented.</p> <p>(3) When there is a change of activities at the sites, storage, or produce handling facilities, the risk assessment and the countermeasures are revised.</p>		
14.2	Minor	Workers engaged in dangerous tasks	<p>Workers who conduct dangerous activities, as identified in Control Point 14.1, meet the following conditions.</p> <p>(1) They have been sufficiently trained on safety. (ref. Control Point 11.7)</p> <p>(2) They have an official qualification on worker safety when required by law or they are under the supervision of a person with an official qualification. (ref. Control Point 11.8)</p> <p>(3) They are not drunk, drugged, sick, pregnant, minors in age, or disqualified.</p> <p>(4) Elderly workers are given a type of work that takes into consideration their physical or mental limitations.</p> <p>(5) They wear appropriate clothing and equipment for their safety.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
14.3	Minor	Procedures in case of a work accident	The procedures and emergency contacts in case of a work accident are established and communicated to all the workers.		
14.4	Minor	Preparation for accidents	In case of an accident, clean water and a first aid kit are available for immediate use. The content of the first aid kit is sufficient to respond to the risks identified in Control Point 14.1.		
14.5	Major	Preparation for work injuries (compulsory subscription)	When there is insurance that compensates for work injuries and is required by law, and the farm meets the criteria for its compulsory subscription, the farm carries the insurance.		
14.6	Recom.	Preparation for work injuries (voluntary subscription)	(1) There is a compensation mechanism for cases in which a worker gets injured at work. (N/A if already subscribed to insurance under Control Point 14.5) (2) There is a compensation mechanism in case top management or family members are injured at work.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
15. Soil management					
15.1	Major	Safety of the soil	<p>The farm conducts a risks assessment on the safety of the soil (including soil dressing, culture soil, and substrates for hydroponics) at least once a year, based on the following information. If any problem is identified, the farm consults a government agency to establish countermeasures. The result of the risk assessment and the countermeasures are recorded.</p> <p>(1) Notification or designation of safety of the soil by the government (2) Condition of the surrounding areas based on Control Point 1.2 and the site history</p>		
15.2	Minor	Soil erosion control	The farm uses cultivation techniques to control soil erosion by wind or water.		
15.3	Minor	Soil conservation	The farm understands the soil characteristics of the sites and conserves the soil for its sustainable use.		
15.4	Major	Countermeasures against contaminated water	<p>(1) The farm has a countermeasure to prevent contaminated water from getting inside the site and negatively affecting the soil or the crops.</p> <p>(2) If contaminated water flows into a site, the farm conducts a risk assessment on the safety of the crops and the soil, and takes necessary countermeasures. The farm manages crops that were affected by contaminated water according to government instructions, if they exist. The result of the risk assessment and the countermeasures are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16. Use of water and wastewater management					
16.1 Safety of the water used in the cultivation process					
16.1.1	Major	Safety of the water used in the cultivation process	<p>(1) The farm understands the type of water used in the cultivation process (tap water, agricultural water, well water, river water, water from reservoir, rainwater, wastewater, etc.), its source, and its storage place.</p> <p>(2) Risk assessment is conducted at least once a year to ensure that the quality of water is suitable for its intended use and the water does not have a negative effect (such as pathogenic microorganisms, heavy metals, agrochemicals, organic solvents, radioactive substances, etc.) on agricultural produce, and necessary countermeasures are taken. The risk assessment considers microbial and chemical contamination. Risk assessment is implemented with the information of 1) to 3) shown below, if necessary, a water analysis is conducted to ensure that there is no issue of water quality. The frequency of water analysis is determined by the risk of environmental contamination, which includes water sources and intermittent and temporary contamination (e.g., heavy rain, floods, etc.).</p> <p>1) The results of the water analysis by the government of the water source, water storage site, and their surrounding areas, or the WHO guidelines for the safe use of wastewater, excreta, and greywater.</p> <p>2) Purpose of use (irrigation, dilution of agrochemicals, washing after harvesting, etc.) and cultivation stage</p> <p>3) Conditions of the surrounding areas of the water source and the water storage site</p> <p>(3) The results of risk assessment in (2) (including the results of the water analysis when necessary) and the countermeasures are recorded.</p> <p>(4) Indoor production facilities are properly equipped with water supplying system, which is adequate for food safety, such as water storage tank, plumbing, pump etc and adequate for washing hand, equipments and post-harvest produce.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16.1.2	Major	Safety of the water used in the produce handling process	Water safety is confirmed at least once a year. A record is made of water that comes into contact with agricultural produce during the produce-handling process (as steam, etc.), water used to wash machinery and containers that come into contact with agricultural produce, and water used by workers for hand-washing. These must all be potable water, as recognized by the government.		
16.1.3	Major	Hygiene management of stored water and recycled water	If fresh leaves are washed, they must not be contaminated by the washing water.		
16.1.5	Major	Water storage	When stored water is used in the production process, measures are taken to prevent the tank, container, or reservoir from becoming a source of contamination of water or agricultural produce.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16.2	Major	Protection of water sources	The farm has a risk assessment based mechanism to prevent the intentional or accidental contamination of water sources, water storage places, and water canals that are under its management. The results of risk assessment and the countermeasures are recorded.		
16.3	Major	Wastewater management	<p>(1) The proper drainage facilities are equipped when the drain water treatment is required at the sites and produce facilities. Drain water includes polluted water (wastewater).</p> <p>(2) The farm manages the polluted water (wastewater) from the sites and the produce handling facility and removes the plant residue and the wastes contained in the wastewater, to maintain the quality of water used in the cultivation process.</p>		
16.4	Minor	Records of water usage and efficient use of water	<p>(1) If there is an arrangement/instruction/approval system imposed by the government or by the local community regarding water use, the farm follows it and contributes to the efficient use of water.</p> <p>(2) If (1) applies, the farm records the volumes of irrigation water and the water used in the produce handling facility.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17. Prevention of cross-contamination of sites and facilities					
17.1	Major	Measures against pests	<p>(1) The farm shall conduct food safety risk assessments including monitoring the facilities against the entry or proliferation of pests (small animals, insects and wildlife) at all sites and produce handling facilities that affect food safety, and the farm shall take countermeasures. Risk assessment results, countermeasures taken and the results of pest control shall also be recorded.</p> <p>(2) Extermination of pests shall be carried out in a manner that does not affect food safety.</p>		
17.1.1	Major	Measures taken to keep out insects at night	The farm takes measures to prevent insects attracted by the lights from getting into the facilities at night.		
17.2	Major	Smoking and eating places	The smoking and eating places do not affect agricultural produce.		
17.3	Major	Changing room and place to keep personal belongings	In order to minimize the risk of food safety, the farm designs, provides and operates the facilities (including the ones for public) such as the changing room and a place for the workers to keep their valuables.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17.4	Major	The handling and storage of unrefined and refined tea and their packing materials	<p>A risk assessment for contamination is implemented at least once a year, and procedures are determined, documented and implemented to reduce the risk of physical, chemical and biological product contamination including the following points. Agricultural products are maintained and stored in designated areas, handled in an appropriate condition. The results of risk assessment are recorded.</p> <p>(1) Prevention of water leakage. (2) Avoidance of contacts with contaminated materials such as medicine, oil, grease, disposed waste etc (3) Usage of uncontaminated and undamaged pallets especially for handling unrefined tea (4) Storage of unrefined tea shall be done with clearly distinction of items, production lots, quantity and with no mistakes in handling thereafter (5) When the cold storage is used, temperature control and prevention of water leakage from condensation shall be conducted (6) Consideration for storable duration of produce is made and standard operation procedure to define appropriate order for handling shall be prepared and conducted accordingly.</p>		
17.5	Major	Prevention of contamination and cross-contamination at site and storages	<p>(1) The farm implements a risk assessment of contamination and cross-contamination regarding the following items in the sites and storage places at least once a year, documents a procedure to reduce the risk of physical, chemical or biological contamination of produce, and implements necessary countermeasures. The results of risk assessment are recorded. The countermeasures can be cited from those for the other control points.</p> <p>1)Propagation materials, crops, and agricultural produce, including a provision for handling product that has dropped to the ground. 2)Packaging materials 3)Machinery, infrastructure, transportation vehicles, containers, and equipment for harvesting and produce handling (2) The results of the risk assessments and the countermeasures are recorded.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17.6	Major	Prevention of contamination and cross-contamination and mixing of foreign matters at the produce handling facility	<p>(1) The farm implements risk assessments of contamination and cross-contamination and mixing of foreign matters, regarding the following items of the produce handling facility at least once a year. Procedures to reduce the risk of physical, chemical or biological contamination of produce, are documented, and the necessary countermeasures are implemented. The results of risk assessment are recorded. The countermeasures include the review of location and facility designs and can be cited from those for the other Control Points.</p> <p>1)Agricultural produce 2)Packaging materials 3)Machinery, infrastructure, transportation vehicles, containers, and equipment for harvesting and produce handling</p> <p>(2) The results of the risk assessments and the countermeasures are recorded.</p> <p>(3) In case water, which is not planned to be utilised for agricultural produce, exists at the produce handling area, such water shall be controlled to minimize the risk on food safety.</p> <p>(4) Air and compressed gas which might affect food safety have to be periodically checked and properly controlled and handled in order to minimize the risk on food safety.</p>		
17.6.1	Minor	Establishing "captive foot wear" areas	No one may enter the areas where unrefined or refined tea are manufactured without wearing captive foot wear. At the entrance to the manufacturing area there shall be a sign indicating that captive foot wear is required.		
17.7	Major	Layout of the produce handling facility	There is a layout of the produce handling facility.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17.8	Major	Design, layout, construction and maintenance	<p>Taking followings into consideration, designing, executing construction and scheduled maintenance are conducted for the food safety related facilities and their adjacent area.</p> <p>(1) Satisfactory maintenance of hygiene control including protection against cross contamination between and during operations.</p> <p>(2) Proper cleaning and pest control. The proper layout of machinery, facility, appliance in a building shall be considered.</p> <p>Maintenance operations are conducted to minimize the food safety risks.</p>		
17.9	Major	Allergen management	An allergen management plan is developed at all agricultural produce handling facilities. This includes risk assessments of cross-contacts with allergens and the procedures and the management methods to reduce or eliminate the cross-contact.		
17.10	Major	Suitability assessment of new sites	<p>The suitability of new sites is assessed based on the analysis of the following items. The result of the analysis is recorded.</p> <p>(1) Safety of agricultural produce (ref. Control Points 15.1, 16.1.1, and 24.5.1)</p> <p>(2) Worker safety (ref. Control Point 14.1)</p> <p>(3) Impacts on the surrounding environment (ref. Control Point 21.1)</p> <p>(4) Development regulations of the natural protected areas</p>		
17.11	Major	Countermeasures for the problems of new sites	Based on the analysis conducted under Control Point 17.10, if the farm has conducted any countermeasure, the actions, and their results are recorded.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
17.12	Major	Environmental monitoring of produce handling facilities	<p>The following control processes are being implemented in processes for handling produce, with regard to microbial contamination, etc., occurring as a result of exposure to the environment, which could present a risk.</p> <p>(1) Contamination risks in produce handling processes and at produce handling facilities are identified, based on the identification of food safety hazards and risk assessments described under Control Points 17.4 and 17.6.</p> <p>(2) There is a documented environmental monitoring plan for minimizing identified contamination risks. The environmental monitoring plan includes details of verification methods, and the frequency of their implementation.</p> <p>(3) The environmental monitoring plan is incorporated into and implemented as part of a food safety management system.</p>		
18. Management of machinery, equipment, vehicles, harvesting containers and tools, packaging materials, cleaning equipment					
18.1	Major	Checking, maintenance, cleaning, and storage of machinery, equipment, and vehicles	<p>(1) There is a list of machinery, equipment, and vehicles on the farm. The list indicates the type of fuel or energy necessary to run the machinery, equipment, and vehicles.</p> <p>(2) The machinery, equipment, and vehicles are checked, maintained, cleaned, washed, and disinfected as necessary according to the documented procedure, and the maintenance activities are recorded. If the maintenance activities are outsourced, the maintenance slips are kept.</p> <p>(3) The machinery, equipment, and vehicles are stored so that they do not affect food safety or worker safety, and so that robbery is prevented.</p>		
18.1.1	Major	Hygiene management of containers and vehicles	All containers and vehicles, including subcontracted vehicles, used for transporting harvests (including packaging materials) and shipments are suitable for the purpose of transporting agricultural products and are kept clean to prevent cross-contamination to minimize the food safety risks.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18.2	Major	Management of testing, measuring, and sorting equipment	<p>There is a list of equipments and their standard test pieces which are used for the following. The equipments are regularly checked to be ensured that they can test, measure, or sort accurately. The check results are recorded. The devices that require calibration are regularly calibrated in under the verifiable domestic or international standard or method.</p> <p>(1) Equipment used for sorting/measuring of product. (2) Equipment/device required for measuring the items which are judged to be necessary to keep food safety under control point 5.3, 5.7.</p>		
18.3	Major	Management of containers, tools, and packaging materials used in harvesting and produce handling	<p>Procedures to reduce the physical, chemical or biological contamination risk of the produce, including the following points, are documented.</p> <p>(1) The farm regularly checks that the harvesting containers, tools, packaging materials, and produce storage containers that are used in the harvesting process and the produce handling process are not deteriorated, damaged, or contaminated. (2) If any problem is found as a result of the checks, the item is repaired, cleaned, or replaced. (3) Containers, supplies and packaging materials used in procedure handling processes are used in an appropriate order. Items with expiry (“use by”) dates are used by the designated date. Items without expiry (“use by”) dates are used according to useable states which are determined by the farm or facility itself. (4) If multiple packaging materials are used, there is a countermeasure to prevent the wrong material from being used, or the wrong description being used by mistake.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18.4	Major	Management of cleaning tools, cleaning agents, and disinfectants	<p>Procedures to reduce the contamination risk of the produce, including the following points, are documented.</p> <p>(1) The cleaning tools used to clean the machinery, equipment, harvesting containers, tools, and produce storage containers that are used in the harvesting process and in the produce handling process are suitable for the purpose of usage and separated from the other cleaning tools.</p> <p>(2) The cleaning tools are regularly checked and replaced as necessary, in order to prevent a deteriorated cleaning tool from contaminating agricultural produce.</p> <p>(3) The cleaning tools are kept in a designated place after use in a hygienic manner.</p> <p>(4) The cleaning agents and disinfectants do not pose any risk to food safety, are suitable for purpose of usage, used before their effective expiry ("use-by") date, and stored safely in a designated place.</p>		
18.5	Major	Use of machine oil	There is a measure to ensure that the machine oil applied to parts of the machinery that may come into contact with agricultural produce in the harvesting process and in the produce handling process will not affect food safety.		
18.6	Minor	Safe use of machinery and equipment	<p>(1) The use of machinery and equipment follows the manuals or the instructions of the manufacturer.</p> <p>(2) The machinery or equipment is not modified in a way that risks its safety.</p> <p>(3) The safety of machinery and equipment is confirmed before purchase.</p>		
18.7	Major	Safety of the surface that comes into contact with agricultural products	<p>The machinery, equipment, vehicles, packaging materials, harvesting containers, tools, and produce storage containers that come into contact with agricultural produce meet the following conditions.</p> <p>(1) The safety of the material of the surface that come into contact with agricultural produce is verified. If any problem with the material is identified, it must not be used.</p> <p>(2) The contact surface must not damage the surface of agricultural produce (except for cases in which it is intended to cut agricultural produce).</p> <p>(3) The contact surface can be easily cleaned, disinfected and maintained.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
19. Energy management and preventing global warming					
19.1	Major	Storage of fuels	(1) No fire is allowed near or at the fuel storage. (2) There is a danger sign near the fuel storage. (3) Gasoline is stored in a metal container, which prevents fire caused by static electricity. (4) There is a fire extinguisher or firefighting equipment at the fuel storage. (5) There is no spillage of fuel. There is a measure to deal with fuel spillage.		
19.2	Minor	Reduction of greenhouse gas emission and efficient use of energy	The farm is aware of its consumption of energy, such as electricity, gas, heavy oil, gasoline, diesel oil, and kerosene. The farm tries to use energy efficiently to reduce the emission of greenhouse gases.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
20. Waste management and effective use of resources					
20.1	Major	Storage and disposal of wastes	<p>(1) The farm is aware of the wastes from the field and the produce handling facility. The storage and disposal methods of the wastes are documented. The wastes are stored and disposed such that they do not contaminate agricultural produce, materials, or the environment.</p> <p>(2) The documented methods in (1) are followed.</p>		
20.2	Minor	Efficient use of resources	<p>The farm is working on the following activities regarding the wastes from the farm.</p> <p>(1) Reduction of wastes (2) Segregation of wastes and their storage at designated places (3) Recycling of wastes</p>		
20.3	Major	Organizing and cleaning	<p>The farm has procedures to keep its sites, storage and produce facilities and their area kept tidy, in order, swept, cleansed and sterilized. It checks the implementation of procedure, verify and record the effectiveness for reduction and elimination of food safety risks. Furthermore the farm let such cleansing operation avoid food safety risks to be brought.</p>		
21. Protection of surrounding environment and harmonizing with local communities					
21.1	Minor	Protection of surrounding areas	<p>(1) The farm ensures that the noise, vibration, bad smell, insects, smoke, dusts, or harmful substances coming from the field or from the produce handling facility are not affecting the people living in the surrounding areas of the farm.</p> <p>(2) When agricultural machinery needs to come out to the public road, the farm ensures that the machinery does not cause trouble for pedestrians and other vehicles on the road.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
21.2	Minor	Recycling of resources within the community	(1) When organic matters are incorporated into the soil, the farm gives priority to using organic matters generated within the local community. (2) When the crop residue from the field or the produce handling facility is used for compost or animal feed, the local community is given priority.		
21.3	Recom.	Relationship with the local community	(1) The farm is aware and respectful of the common rules and traditional practices of the local community. (2) The farm actively participates in community events and works toward smooth communications within the local community.		
22. Biodiversity conservation					
22.1	Recom.	Awareness of biodiversity	(1) The farm is aware of the flora and fauna in the farm and around the farm. The farm is aware of any rare species. (2) The farm is aware of the species that existed in the past and have been reduced. (3) There is a list of (1) and (2), and the farm confirms their population increase and decrease at least once a year, and records the result.		
22.2	Recom.	The principles of environmental conservation and its contribution	The farm is aware of both the impacts of agriculture on the environment and the impacts of the environment on agriculture. Based on this awareness, the farm establishes its principles and contributes to the environment and the biodiversity as a member of the local community.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
C. Cultivation process management					
23. Management of propagation materials					
23.1	Major	Procurement of propagation materials (seeds and nursery)	(1) When the farm purchases a propagation material, the farm keeps its certificate or keeps records that contain its variety name, place of origin, seller. (2) When the farm reproduces its own propagation material, there is a record of the site where the seed/plant has been harvested.		
23.2	Minor	Sowing/planting record	The following is recorded for sowing/planting. (1) Lot number of the propagation material (2) Method of sowing/planting (including the identification of machinery) (3) Date of sowing/planting (4) Site name or number		

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

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.2 Preparation of agrochemicals					
24.2.1	Major	Decisions on agrochemical application	(1) The person responsible for agrochemical management decides on agrochemical applications based on the plan developed in Control Point 24.1.2. (2) When the plan needs to be changed, the changes need to meet the conditions of Control Point 24.1.2. (3) Application dates are calculated based on the planned harvesting date. (4) The farm abides by labelled instructions.		
24.2.2	Major	Preparation and confirmation of agrochemicals	(1) The operators do not prepare or apply agrochemicals without the permission and instruction of the responsible personnel. (2) Expired agrochemicals are not used.		
24.2.3	Major	Preparation of the spray solution	(1) Spray solution is prepared at a place that would not affect agricultural produce or the environment. (2) Agrochemicals are measured accurately. (3) There are designated tools to clean spilled agrochemicals. (4) Measurement and mixing follow the labelled instructions and are conducted wearing protective clothing and equipment. (5) A water supply hose is not directly put into the tank to mix the spray solution.		
24.2.4	Major	Measurement and dilution of agrochemicals	(1) Necessary dosages are calculated precisely, and there is no leftover solution after applications. (2) Agrochemicals are diluted precisely. (3) When agrochemicals are mixed, the mixing follows the labelled instructions and the order of mixing, and the agrochemicals are mixed well and in the appropriate order. (4) A measuring cup and empty agrochemical containers are rinsed at least three times with water, and the rinsate is poured back into the application tank as a part of the water used for dilution.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3 Agrochemical application and records					
24.3.1	Major	Wearing protective clothing and equipment	(1) The operators wear necessary protective clothing and equipment, according to the label instructions, during agrochemical applications. (2) If there is a limited duration or time of use for a mask, the mask is replaced accordingly.		
24.3.2	Major	Washing of protective clothing and equipment	(1) After agrochemical application, there is no cross-contamination through used protective clothing and equipment. (2) Reusable protective clothing and equipment are washed after use. (3) Protective clothing is washed separately from other clothing, and gloves are washed before taking them off. (4) Boots are thoroughly washed including their shoe soles. (5) Protective clothing that has been torn or damaged and dirty mask filters are replaced.		
24.3.3	Major	Storage of protective clothing and equipment	After cleaning, protective clothing and equipment is dried well and stored such that they do not come into contact with agricultural produce. They are stored after drying.		
24.3.4	Major	Disposal of leftover solution	(1) All the solution that has been prepared is used thoroughly at the site. (2) The disposal of leftover solutions follows the government instructions. If there is no government instruction, they are disposed at a designated place within the farm such that they do not affect agricultural produce or water sources.		
24.3.5	Major	Washing of application equipment and disposal of rinsate	(1) After an application, the application machinery, hose, nozzle, joints, and tank are washed immediately such that there is no agrochemical residue on the equipment. (2) Washing of application equipment is conducted at a designated place within the farm such that it does not affect agricultural produce or water sources. (3) Rinsate is disposed in the same manner as (2) of Control Point 24.3.4.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3.6	Major	Management of re-entry	<p>(1) If there is a labelled instruction regarding re-entry to the site that has been recently sprayed or to its surrounding areas, the instruction must be followed. The restriction on re-entry is communicated.</p> <p>(2) Even if there is no labelled instruction, nobody enters the site that has been recently sprayed until it is dry.</p>		
24.3.7	Major	Records of agrochemical applications	<p>The following information is recorded on agrochemical applications.</p> <p>(1) Target crop (applicable crop according to the agrochemical registration)</p> <p>(2) Location of the application (site name, etc.)</p> <p>(3) Application date</p> <p>(4) Product name</p> <p>(5) Target pests/diseases/weeds</p> <p>(6) Active ingredient</p> <p>(7) Dilution rate and the quantity of the solution (when the dilution rate is defined)/applied quantity per 1,000m² (when the application quantity is defined)</p> <p>(8) Application timing (pre-harvest interval, etc.)</p> <p>(9) Application method (identification of the application machinery)</p> <p>(10) Operator name</p>		
24.3.7.1	Major	Verification of proper use of agrochemicals	<p>(1) Before harvesting, the person responsible for agrochemical management verifies proper use of agrochemicals using the records of agrochemical application according to Control Point 24.2.1(1) and (2), and the verification is recorded.</p> <p>(2) The person responsible for agrochemical management verifies the application timing (pre-harvest interval, etc.) after harvest and before shipment to ensure that Control Point 24.2.1(3) has been properly followed.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.4 Storage of agrochemicals					
24.4.1	Major	Management of agrochemical storage	(1) No agrochemical is left outside the storage. (2) The person responsible for agrochemical management manages the storage key and avoids misuse or robbery. (3) The agrochemical storage is made of a robust material and kept locked. Nobody can access the agrochemicals without the permission and instruction of the person responsible for agrochemical management. (4) Poisonous, deleterious, and dangerous substances are displayed with a warning and are stored separately from other agrochemicals. (5) For a walk-in type storage, there is good ventilation. (6) There is enough light to be able to read labels. (7) If a label contains an instruction regarding storage temperature, the instruction is followed.		
24.4.2	Major	Prevention of misuse	(1) Agrochemicals are stored in the same containers as when they are purchased. (2) Agrochemicals are stored in a way that prevents misuse. (3) Prohibited agrochemicals, expired agrochemicals, or agrochemicals that have lost registration status are stored separately to avoid misuse.		
24.4.3	Major	Prevention of contamination by agrochemicals	(1) Containers of agrochemicals in use are well sealed. (2) There is a countermeasure to prevent agrochemical containers from falling. (3) There is a countermeasure to prevent agrochemicals from spilling. (4) The shelves of the agrochemical storage do not absorb agrochemicals. (5) There are designated tools to clean spilled agrochemicals. (6) There is a countermeasure to prevent agrochemicals from coming into contact with agricultural produce or other materials.		
24.4.4	Major	Storage of dangerous substances	When an ignitable or flammable pesticide (such as oil solution or emulsion) is stored, the farm confirms the manner of storage with the supplier or the manufacturer, and follows their instruction. The pesticide is displayed with a warning sign.		
24.4.5	Major	Inventory of agrochemicals	There is an inventory that records the quantity of agrochemicals increasing and decreasing in the storage, and the quantity of agrochemicals currently in the storage is clear.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.5 Agrochemical drift					
24.5.1	Major	Prevention of negative impacts of agrochemical drift	<p>(1) The farm is aware of the crops cultivated in its own sites and in its surrounding farms, and is aware of the risks of agrochemical drift from these areas. The farm is also aware of the risk of agrochemicals entering the farm through irrigation water.</p> <p>(2) The farm communicates with the producers of the surrounding farms to avoid negative impacts of agrochemical drift from the surrounding areas.</p>		
24.5.2	Major	Prevention of agrichemical drift to surrounding farms	<p>The farm takes countermeasures to avoid causing drift to its surrounding farms. The farm prevents agrochemicals from flowing out of the farm through ground water, streams, or rivers. When the farm uses soil fumigants, it follows the label instruction and covers the soil after application.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.6 Agrochemical residue analysis					
24.6.1	Major	Sampling plan for agrochemical residue analysis	(1) There is a documented plan on agrochemical residue analysis. (2) The sample for analysis is selected from the product considering the item, active ingredient, harvesting period, or location that has the highest risks of chemical residue among the agrochemicals that have been used in the farm or that could have drifted from surrounding areas. (3) When an active ingredient with a higher risk cannot be identified, a general analysis of all active ingredients is conducted.		
24.6.2	Major	Implementation of agrochemical residue analysis	(1) The farm conducts agrochemical residue analysis at least once a year, according to Control Point 24.6.1, to verify that the agrochemicals are used correctly. If a maximum residue limit is exceeded, it is recorded according to the procedure of Control Point 9.1.1. (2) The result of maximum residue analysis is retained.		
25. Fertilizer management					
25.1 Selection and planning of fertilizers					
25.1.1	Major	Understanding the nutrient composition of fertilizers	(1) The farm keeps the information on nutrient composition of purchased fertilizers. (2) When a fertilizer is made on the farm or does not come with information on nutrient composition, the farm sends it for analysis or investigates the literature to understand its average nutrient composition.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
25.1.2	Major	Planning of fertilizer application	<p>(1) The person responsible for fertilizer management develops a fertilizer application plan.</p> <p>(2) The fertilizer application plan contains the names and nutrient composition of the fertilizers, quantity per 1,000m², application method, and application period/timing. The application period/timing takes into consideration the food safety issues.</p> <p>(3) The fertilizer application takes into consideration the following information to improve the produce quality while protecting the environment.</p> <p>1)Correlation between the productivity and produce quality in the past and the fertilizer applications</p> <p>2)Result of the soil analysis</p> <p>3)Recommendations by the government or agricultural cooperatives on fertilizer application</p> <p>4)Need for soil conservation (ref. Control Point 15.3)</p> <p>5)Cases of water contamination of the area due to fertilizer application</p> <p>6)Greenhouse gas emission by fertilizers (e.g., nitrous oxide)</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
25.1.3	Major	Safety of fertilizers	<p>(1) The farm confirms that the radioactive substances contained in fertilizers do not exceed the government standard.</p> <p>(2) For the fertilizers that have not passed the official standard of the government, the farm investigates their ingredients (including the place of origin), manufacturing process, and analysis result, to verify that these fertilizers do not pose food safety risks to agricultural produce.</p> <p>(3) For compost, Bio Solids, and natural fertilizers, the farm takes management measures against pathogenic microorganisms, killing weed seeds, etc. (e.g., composting, pasteurization, heat drying, UV irradiation, alkali digestion, natural drying, leaving enough time between application of agricultural inputs and harvesting of crops, and the combination of all these techniques).</p> <p>(4) Agricultural produce is protected from contamination through workers, equipment, and facilities that come into contact with compost, Bio Solids, or natural fertilizers.</p> <p>(5) The farm does not put anything that may contaminate other sources of water or soil into the field.</p> <p>(6) As for excreta and greywater, the farm takes into consideration the WHO guidelines for the safe use of wastewater, excreta, and greywater. The farm does not use untreated Bio Solids.</p>		
25.2 Fertilizer application and records					
25.2.1	Major	Fertilizer application records	<p>The following information is recorded for fertilizer applications.</p> <p>(1) Location (site name, etc.)</p> <p>(2) Date</p> <p>(3) Fertilizer name</p> <p>(4) Quantity</p> <p>(5) Application method (including identification of application machinery)</p> <p>(6) Operator name</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
25.3 Storage of fertilizers					
25.3.1	Major	Storage of dangerous substances (fertilizers)	When fertilizers that can heat up, ignite, or explode (e.g., ammonium nitrate, potassium nitrate, calcium nitrate, sulfur powder, or quicklime) are stored, the farm confirms their storage method with the supplier or manufacturer and follows the instructions.		
25.3.2	Major	Storage condition of fertilizers	<p>Fertilizers in bags are stored under the following conditions.</p> <p>(1) The fertilizers are covered and not affected by sunlight, frost, rain or water flowing from outside.</p> <p>(2) The storage is kept clean, and there is no spilled fertilizer or waste.</p> <p>(3) The fertilizers are not directly placed on the ground.</p> <p>(4) The fertilizers that contain agrochemicals and lime nitrogen are stored separately from the other fertilizers.</p>		
25.3.3	Recom.	Storage of compost	The floor of the storage for compost is made of impervious material (e.g., concrete). The storage for compost is covered or has walls so that it is protected from wind and rain, and that the liquid from the compost will not contaminate water sources. Raw animal manure or compost in a decomposition process does not come into contact with completed compost.		
25.3.4	Minor	Inventory of fertilizers	There is an inventory that records the quantity of fertilizers increasing and decreasing in the storage, and the quantity of fertilizers that are currently in the storage is clear. For fertilizers that are difficult to measure, there is an alternative method to confirm their stock.		



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