

JGAP

Japan Good Agricultural Practice

**Control Points and Compliance Criteria
(for Group Administration)**

2016

Issue date: 1st September 2016

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1. Handling of the previous versions

After the issue of the "JGAP Control Points and Compliance Criteria for Group Administration 2016", first audits and renewal audits of the "JGAP Control Points and Compliance Criteria for Group Administration 2012" can be continued until the end of August of 2017.

2. How to use this document

This document is used for both JGAP Basic group audits and JGAP Advance group audits.

3. 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 that derives from the original, the entity needs to have permission from the Japan GAP Foundation in advance.

4. Disclaimer

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

5. Terms and definitions (See also the "JGAP General Regulations")

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

- 1) **JGAP logo:** Registered trademark owned by the Japan GAP Foundation. It represents as agricultural produce that has been produced by a farm or a group that achieves JGAP requirement that include farm management, food safety, environmental conservation, worker safety, human rights and welfare.
- 2) **Outsourcing:** Subcontracting activities that are directly related to agricultural production to external entities. Such activities include sowing, planting, agrochemical application, fertilizer application, skiffing, pruning, harvesting, plucking and produce handling. MRL analysis, equipment maintenance, infrastructure development, accounting etc. are not included, as they are not part of the agricultural production process. In the case of a group, support of agricultural activities among the group members is not considered to be outsourcing.
- 3) **Group:** Organization that consists of multiple farms that are under the principles and missions of the group, and has a representative and a group administration.

- 4) **Group inspection and certification:** Inspection and certification of both the state of group governance by the group administration and the state of management of the agricultural production processes by member farms.
- 5) **Compliance criteria:** Criteria for objective judgment regarding good farm management. To be certified, a group needs to comply with all the applicable control points in the "JGAP Control Points and Compliance Criteria for Group Administration".
- 6) **Certified produce:** Agricultural produce that meets all the following criteria
 - a) Shipped from certified farm or group within the certificate validity period
 - b) Item that is listed on the JGAP certificate
 - c) Handled in a produce handling facility that is listed on the JGAP certificate (when there is a produce handling facility on the farm)
- 7) **Violation of rules by the farm/group:** When a farm or a group violates regulations that were defined based on "JGAP Control Points and Compliance Criteria for Farms" and "JGAP Control Points and Compliance Criteria for Group Administration" or violates "General Regulations"
- 8) **Group/farm management manual:** Manual that is indispensable for managing a producer group and contains the following contents:
 - a) Procedures for group governance, which meet the "JGAP Control Points and Compliance Criteria for Group Administration"
 - b) Procedures for farm management under the responsibility of the group administration, which meet the "JGAP Control Points and Compliance Criteria for Farms."
 - c) Common procedures for farm management under the responsibility of the group members, which meet the "JGAP Control Points and Compliance Criteria for Farms."
- 9) **Group administration:** An administrative body that is set up within a group to govern the organization based on the JGAP requirements.
- 10) **Internal audit:** A producer group's internal auditor and internal auditor assistant check and verify the status of group members' farm management, based on the group/farm management manual. The results of the internal audits are reported to the group administrator and the group representative. JGAP requires at least one internal audit per year.

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|---------------------------------------|--|--------|---------|
| A. Management structure of the group | | | | | |
| 1. Basic information of the group and allocation of responsibilities | | | | | |
| 1.1 | Major | Basic information of the group | <p>The following information of the group is documented.</p> <ul style="list-style-type: none"> ① Name of the group ② Name of the group administration ③ Address and contact numbers of the group administration ④ Property rights of agricultural produce and management responsibilities between the group and the member farm ⑤ Property rights of agricultural produce and management responsibilities between the group and its client | | |
| 1.2 | Major | Organizational structure of the group | <p>There is an organizational chart or a document that shows the following responsible personnel.</p> <ul style="list-style-type: none"> ① Representative of the group ② Responsible personnel of the group administration ③ Responsible personnel for internal audits ④ Responsible personnel required by the "JGAP Control Points and Compliance Criteria for Farms" (if the group administration manages the farms) | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|-------|-------|---|---|--------|---------|
| 1.2.1 | Major | Responsible personnel of the group administration and responsible personnel for internal audits | <p>The responsible personnel of the group administration can demonstrate his/her knowledge on (e) and the responsible personnel for internal audits can demonstrate his/her knowledge on (a) to (f) below.</p> <ul style="list-style-type: none"> (a) Latest knowledge on GAP including food safety and hygiene (b) Knowledge on risk assessment based on hazard analysis (c) Basic knowledge on agrochemicals, fertilizers, worker safety and environmental conservation (d) Basic knowledge on human rights, welfare and labor management (e) Knowledge on group management systems (f) Knowledge and competency on audits <p>※ (a), (b), (c), (d) include understanding of the "JGAP Control Points and Compliance Criteria for Farms". ※ (e), (f) include understanding of the "JGAP Control Points and Compliance Criteria for Group Administration".</p> | | |
| 1.3 | Major | Information on the member farms | <p>The following information of the member farms is registered.</p> <ul style="list-style-type: none"> ① Farm name, address, contact numbers, top management ② Farm manager ③ Address of the sites and facilities ④ Produce items that is and will be cultivated ⑤ The size of cultivation area for each item | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|-------------------------------|-------|---|--|--------|---------|
| 2. Contract management | | | | | |
| 2.1 | Major | Contract between the group and the members | <p>The group administration has a contract with the group member farms. The contract covers the following contents.</p> <ul style="list-style-type: none"> ① The group administration, address, contact numbers and the group's representative ② The farm name, address, contact numbers and the top management ③ Agreement to follow the group's principles and instructions ④ Agreement regarding sanctions in case of a violation of the contract | | |
| 2.2 | Major | Contract between the group and the subcontractors | <p>The group administration has a contract with the subcontractors. The contract covers the following contents.</p> <ul style="list-style-type: none"> ① The group administration, address, contact numbers and the group's representative ② The subcontractor's name, address, contact numbers and the representative of the subcontractor ③ Rules for food safety regarding the outsourced activity and process ④ Agreement to respect the rules established by the group administration defined in ③ ⑤ Agreement regarding sanctions in case of violation of the contract ⑥ Agreement to accept an external audit and a request of corrective actions if any non-compliance is identified <p>In a cases where it is unable to have a contract between a group administration and a subcontractor, the group administration can alternatively verify the documents that the subcontractor disclosed to the public.</p> | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|--|-------|--|--|--------|---------|
| 3. Group/farm management manual | | | | | |
| 3.1 | Major | Allocation of responsibilities between the group administration and the member farms | There is a document that states location of responsibilities between the group administration and the member farms for each control point of the "JGAP Control Points and Compliance Criteria for Farms". | | |
| 3.2 | Major | Requirements for group/farm management manual | There is a group/farm management manual to operate the group, and the manual includes the following content. ① Methods and procedures for the group administration to implement the "JGAP Control Points and Compliance Criteria for Group Administration" ② Methods and procedures for the group administration to implement the "JGAP Control Points and Compliance Criteria for Farms", based on the allocation of responsibilities defined in the Control Point 3.1. ③ Methods and procedures for the member farms to implement the "JGAP Control Points and Compliance Criteria for Farms", based on the allocation of responsibilities defined in the Control Point 3.1. When the methods and procedures for any control point are different from each farm, such control points are indicated in the manual. | | |
| 3.3 | Major | Understanding of the group/farm management manual | The responsible personnel of the group administration ensures that the group administration and the member farms understand the corresponding parts of the group/farm management manual. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|--|-------|---|--|--------|---------|
| B. Implementation of the group/farm management manual and the verification of the implementation status | | | | | |
| 4. Internal audit | | | | | |
| 4.1 Internal auditor | | | | | |
| 4.1.1 | Major | Requirements of an internal auditor and an internal auditor assistant | The internal auditors and the internal auditor assistants meet the requirements of the latest "JGAP General Regulations". | | |
| 4.1.2 | Major | Internal audits without conflicts of interest | <p>① When an internal auditor or an internal auditor assistant is related to the farm that is to be audited, the farm needs to be audited by another internal auditor or an internal auditor assistant who are not related to the farm.</p> <p>② When an internal auditor is part of the group administration, the internal audit of the group administration is conducted by another internal auditor that is not conducting the same duty. In case that there is only one internal auditor, a self-assessment is accepted, however this must be informed to a external auditor before a audit.</p> | | |
| 4.1.3 | Major | Calibration of internal audits | When multiple internal auditors and internal auditor assistants are conducting internal audits, there is a mechanism to calibrate the interpretation of the standard and audit methods amongst them, and the implementation of the calibration mechanism is recorded. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|---|---|--------|---------|
| 4.2 Internal audit of the group administration | | | | | |
| 4.2.1 | Major | Implementation of an internal audit of the group administration | ① An internal audit of the group administration is conducted at least once a year using the checklist based on the group/farm management manual. ② There is a documented implementation procedure of an internal audit of the group administration, and the result of an internal audit contains the following information. 1) Internal audit date 2) Name of the internal auditor and internal auditor assistant 3) Name of the responsible personnel of the group administration that is subjected to the internal audit 4) Non-compliances 5) Corrective actions requested | | |
| 4.2.2 | Major | Corrective actions by the group administration | The group administration need to take the corrective actions requested, and the results of the implementation are recorded. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|---|--|--------|---------|
| 4.3 Internal audit of the member farms | | | | | |
| 4.3.1 | Major | Implementation of internal audits of the member farms and produce handling facilities | ① An internal audit for each member farm is conducted at least once a year using the checklist based on the group/farm management manual. ② There is a documented implementation procedure for internal audits of the member farms, and the result of an internal audit contains the following information. 1) Name of the member farm 2) Internal audit date 3) Name of the internal auditor and internal auditor assistant 4) Non-compliances 5) Corrective actions requested or sanction for rule violation | | |
| 4.3.2 | Major | Corrective actions of the member farms and produce handling facilities | The farm need to take the corrective actions requested, and the results of the implementation are recorded. | | |
| 4.3.3 | Major | Internal audit of a new member farm | ① A group administration conducts an internal audit of a new member farm before admitting to the group. ② If there are non-compliances identified, this must be corrected and recorded as document. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|---|--|--------|---------|
| 4.4 Internal audit of the subcontractors | | | | | |
| 4.4.1 | Major | Implementation of internal audits of the subcontractors | <p>① An internal audit for each subcontractor is conducted at least once a year to verify whether it is following the rules in the contract document of the Control Point 2.2.</p> <p>② There is a documented implementation procedure for internal audits of the subcontractors, and the result of an internal audit contains the following information.</p> <ol style="list-style-type: none"> 1) Name of the subcontractor 2) Internal audit date 3) Name of the internal auditor and internal auditor assistant 4) Non-compliances 5) Corrective actions requested or sanction for rule violation <p>In cases whereby the subcontractor is already certified by JGAP or another third-party certification scheme recognized by the JGAP Association, the group administration can alternatively verify the subcontractor's certificate with its scope and validity, instead of conducting internal audit.</p> | | |
| 4.4.2 | Major | Corrective actions of the subcontractors | Subcontractor need to take the corrective actions requested, and the results of the implementation are recorded. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|---|--|--------|---------|
| 4.5 Verification of the internal audit results | | | | | |
| 4.5.1 | Major | Verification of internal audits by a responsible personnel of internal audits | ① The responsible personnel of internal audits is aware of the following information regarding the internal audits conducted for a group administration, member farms and subcontractors. 1) Internal audit date 2) Non-compliances and the results of the corrective actions ② The responsible personnel of internal audits verify the non-compliances and the corrective actions, and reports the result of the verification to the responsible personnel of the group administration and to the representative of the group. | | |
| 4.5.2 | Major | Completion of internal audits | A responsible personnel of a group administration and a representative of a group verify that all non-compliances have been corrected and internal audits have been completed. | | |
| 5. Sanction against rule violation | | | | | |
| 5.1 | Major | Sanction against rule violations | A group applies sanction on a member farm for violation of the group/farm management manual, and records the measures applied. | | |
| 5.2 | Major | Reporting to the certification body | If a member farm is suspended or expelled from the group due to the result of an internal audit, the group reports it to the certification body that has issued the JGAP certificate. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|--|--|--------|---------|
| 6. Traceability | | | | | |
| 6.1 | Major | Traceability within the group | A shipped produce can be traced back to the farm of origin. It could be multiple farms, but never include farms that did not ship the produce. | | |
| 6.2 | Major | Management of parallel handling within the group | When a group handles produce that has not been produced in a certified farm, the group demonstrates that a certified produce is handled separately by record. | | |
| 6.3 | Major | Reasonable quantity of certified produce | A group verifies that the quantity of JGAP certified produce is reasonable, using the following information. ① Size of a registered production area ② Average yield for each unit area ③ Track record of crop yield | | |
| 7. Handling complaints and abnormalities | | | | | |
| 7.1 | Major | Handling complaints and abnormalities | ① There are written procedures for complaints and abnormalities about a group, member farm, specific site or produce handling facility, which contains how to receive, record, investigate their causes, resolve the problems and verify the result of corrective actions. ② When a group receive a complaint or an abnormality, the group follows the above written procedures, and records its actions. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|--|-------|--|--|--------|---------|
| 8. Procedure for product recall | | | | | |
| 8.1 | Major | Product recall | <p>① There are written procedures for product recall that include the followings.</p> <ol style="list-style-type: none"> 1) Responsible personnel 2) Decision making criteria 3) Communication with clients and relevant institutions, such as a public health center, an agriculture and forestry office and a local agricultural cooperative and the JGAP certification body, which can be affected, 4) Investigating the causes of the problem, resolving the problems and verifying the result of corrective action 5) Recording the above actions taken <p>② When product recall occur, the group follows the written procedures, and records its actions.</p> | | |
| 8.2 | Major | Product recall trial | <p>① A group conducts a trial of the product recall procedures established in the Control Point 8.1 at least once a year, and records the result of the trial.</p> <p>② Based on the result, a group revises the product recall procedures.</p> | | |
| 9. Use of the JGAP logo | | | | | |
| 9.1 | Major | Supervision of the JGAP logo by the group administration | When the JGAP logos are used, it is used under the supervision of the group administration, and is used only for certified produce. | | |

| No | Level | Control Point | Compliance Criteria | Result | Comment |
|---|-------|--|--|--------|---------|
| 10. Documents and records management | | | | | |
| 10.1 | Major | Issuing of a group/farm management manual | <p>The records demonstrate that the group/farm management manual is developed and revised by the following procedures.</p> <p>① The manual is developed by a responsible personnel of the group administration or by a responsible personnel of internal audits.</p> <p>② The Control Point 3.2 is verified by a person who meets the internal auditor requirements.</p> <p>③ The manual is approved by a representative of the group.</p> | | |
| 10.2 | Major | Revision of a group/farm management manual | The group/farm management manual is revised at least once a year. | | |
| 10.3 | Major | Management of the latest version of the group/farm management manual | <p>When the group/farm management manual is revised, the following procedures are conducted.</p> <p>① The old version and the new version are clearly identified.</p> <p>② The changes from the old version to the new version are explained to the contact personnel of the group administration and to the member farms.</p> | | |
| 10.4 | Major | Records management | The required records need to be stored for at least two years and be available for audits. For the first audit, there must be records of the past three months prior to the date of audit, except the records of activities that have not taken place during that corresponding period. After the first audit, the group continuously keeps records. | | |

JGAP

(Japan Good Agricultural Practice)

For Group Administration

Effective as of the 1st of September 2016

Guideline for sampling of member farms for agrochemical residue analysis (Fruits and Vegetables)

This guideline needs to be additionally applied for a JGAP group inspection and certification of fruits and vegetables, regarding the sampling method of member farms for agrochemical residue analysis that is requested in the Control Point 6.6.2 of the "JGAP Control Points and Compliance Criteria for Farms - Fruits and Vegetables 2010" and the Control Point 24.6.1 of the "JGAP Control Points and Compliance Criteria for Farms - Basic/Advance - Fruits and Vegetables 2016".

1. Basic principles

Agrochemical residue analysis for JGAP is to verify whether the farm is using agrochemicals in an appropriate manner, and is not to inspect a product for the purpose of acceptance of a certain product lot. Therefore, it is prohibited from creating a sample by mixing produce from multiple farms. For a selected farm for sampling, a sample needs to be taken from the produce that meets the criteria regarding active ingredients, harvest interval and location, stated in the Control Point 6.6.2 (JGAP Fruits and Vegetables 2010) or the Control Point 24.6.1 (JGAP Fruits and Vegetables 2016).

2. Target farms

All the member farms of the group should be potentially selected for sampling.

3. Sampling method

More than one farm needs to be selected from the highest and higher risk of agrochemical residue. When there is no specific farm with a higher risk, a sample farm can be randomly selected. When selecting farms, the farms should not know in advance whether they will be selected for agrochemical residue analysis. Following conditions determine the level of risk of agrochemical residue. (They are not in the order of importance.)

- a. A farm is planning to harvest the produce for sale in spite of agrochemical drift occurred.
- b. A farm has been detected for an inappropriate use of agrochemicals by the group administration, a certification body or an internal audit in the past one year.
- c. A farm has recently joined the group, or a farm has recently added a new site.
- d. A farm that a responsible personnel for agrochemical management has been changed in the past one year.
- e. A farm has never been sampled for an agrochemical residue analysis.
- f. A site of a farm has a risk of agrochemical residue in the soil. (e.g. A farm has buried agrochemicals in the past.)
- g. A farm cultivates a new crop on the site right after the harvest of the previous crop.

JGAP

(Japan Good Agricultural Practice)

For Group Administration

Effective as of the 1st of September 2016

Guideline for sampling of member farms for agrochemical residue analysis (Grains)

This guideline needs to be additionally applied for a JGAP group inspection and certification of grains, regarding the sampling method of member farms for agrochemical residue analysis that is requested in the Control Point 5.6.2 of the "JGAP Control Points and Compliance Criteria for Farms - Grains 2012" and the Control Point 24.6.1 of the "JGAP Control Points and Compliance Criteria for Farms - Basic/Advance - Grains 2016".

1. Basic principles

Agrochemical residue analysis for JGAP is to verify whether the farm is using agrochemicals in an appropriate manner, and is not to inspect a product for the purpose of acceptance of a certain product lot. Therefore, it is prohibited from creating a sample by mixing produce from multiple farms. For a selected farm for sampling, a sample needs to be taken from the produce that meets the criteria regarding active ingredients, harvest interval and location, stated in the Control Point 5.6.2 (JGAP Grains 2012) or the Control Point 24.6.1 (JGAP Grains 2016).

2. Target farms

All the member farms of the group should be potentially selected for sampling.

3. Sampling method

More than one farm needs to be selected from the highest and higher risk of agrochemical residue. When there is no specific farm with a higher risk, a sample farm can be randomly selected. When selecting farms, the farms should not know in advance whether they will be selected for agrochemical residue analysis. Following conditions determine the level of risk of agrochemical residue. (They are not in the order of importance.)

- a. A farm is planning to harvest the produce for sale in spite of agrochemical residue occurred.
- b. A farm has been detected for an inappropriate use of agrochemicals by the group administration, a certification body or an internal audit in the past one year.
- c. A farm has recently joined the group, or a farm has recently added a new site.
- d. A farm that a responsible personnel for agrochemical management has been changed in the past one year.
- e. A farm has never been sampled for an agrochemical residue analysis.
- f. A site of a farm has a risk of agrochemical residue in the soil. (e.g. A farm has buried agrochemicals in the past.)
- g. A farm cultivates a new crop on the site right after the harvest of the previous crop.

JGAP

(Japan Good Agricultural Practice)

For Group Administration

Effective as of the 1st of September 2016

Guideline for sampling of member farms for agrochemical residue analysis (Tea)

This guideline needs to be additionally applied for a JGAP group inspection and certification of tea, regarding the sampling method of member farms for agrochemical residue analysis that is requested in the Control Point 3.3.4 of the "JGAP Control Points and Compliance Criteria for Farms - Tea 2012" and the Control Point 24.6.1 of the "JGAP Control Points and Compliance Criteria for Farms - Basic/Advance - Tea 2016".

1. Basic principles

Agrochemical residue analysis for JGAP is to verify whether the farm is using agrochemicals in an appropriate manner, and is not to inspect a product for the purpose of acceptance of a certain product lot. Therefore, it is prohibited from creating a sample by mixing produce from multiple farms. For a selected farm for sampling, a sample needs to be taken from the crude tea that has been manufactured from fresh leaves that meet the criteria regarding active ingredients, harvest interval and location, stated in the Control Point 3.3.4 (JGAP Tea 2012) or the Control Point 24.6.1 (JGAP Tea 2016). When it is not possible nor willing to manufacture crude tea by usual method, fresh leaves can be dried using other methods to bring down the moisture level up to that of manufactured crude tea.

2. Target farms

All the member farms of the group should be potentially selected for sampling.

3. Sampling method

More than one farm needs to be selected from the highest and higher risk of agrochemical residue. When there is no specific farm with a higher risk, a sample farm can be randomly selected. When selecting farms, the farms should not know in advance whether they will be selected for agrochemical residue analysis. Following conditions determine the level of risk of agrochemical residue. (They are not in the order of importance.)

- a. A farm is planning to harvest the produce for sale in spite of agrochemical drift occurred.
- b. A farm has been detected for an inappropriate use of agrochemicals by the group administration, a certification body or in an internal audit in the past one year.
- c. A farm has recently joined the group, or a farm has recently added a new site.
- d. A farm that a responsible personnel for agrochemical management has been changed in the past one year.
- e. A farm has never been sampled for an agrochemical residue analysis.



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