

# **JGAP**

**Japan Good Agricultural Practice**

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

**2017**

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## 1. How to use this document

This document is used for JGAP (Livestock and Livestock Products) group audit.

Discrepancy between the English version and the Japanese version of the Terms, the Japanese-language version shall prevail.

## 2. 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.

## 3. Disclaimer

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

## 4. Terms and definitions ※ See also the "JGAP General Regulations (Livestock and Livestock Products)"

*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 the farm/group that ensures JGAP requirements that include farm management, food safety, animal health, environmental conservation, workers safety, human rights and welfare, animal welfare, etc., as well as agricultural and livestock products that have been produced by the farm/group.
- 2) **Outsourcing:** Subcontracting activities that are directly related to agricultural and livestock production to external entities. For "livestock and livestock products", such activities include in-process activities such as washing and disinfection of livestock houses, shipping, transportation and rearing of livestock, etc. Pest control, residue analysis of veterinary medicinal products and agricultural chemicals, equipment maintenance, infrastructure development, accounting, etc. are not included, as they are not part of the agricultural and livestock production process. In addition, 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 audit and certification:** Audit and certification of both the state of group governance by the group administration and the state of management 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 (Livestock and Livestock Products)".
- 6) **Certified products:** Agricultural and livestock products that meet all the following criteria
  - a) Shipped from a farm with individual certification or group certification within the certificate validity period
  - b) Items that are listed on the JGAP certificate
  - c) Handled in a livestock product handling facility that is listed on the JGAP certificate when there is a livestock product handling facility on the farm (livestock and livestock products only)
- 7) **Violation of rules by the farm/group:** Violation by a farm/group of regulations that are defined based on the "JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)" and the "JGAP Control Points and Compliance Criteria for Group Administration (Livestock and Livestock Products)", or violation of the "General Regulations (Livestock and Livestock Products)".
- 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 (Livestock and Livestock Products)".
  - b) Procedures for farm management under the responsibility of the group administration, which meet the "JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)".
  - c) Common procedures for farm management under the responsibility of the member farms, which meet the "JGAP Control Points and Compliance Criteria for Farms (Livestock and Livestock Products)".
- 9) **Group administration :** An administrative body that is set up within a group to govern the organization based on the JGAP requirements. In principle, group administration needs to be a legal entity, but an organization without juridical personality (that is not a legal entity), such as an agricultural cooperative, that has a representative, address and contact numbers can also be accepted. The group's representative needs to designate a group administrator. The designated group administrator is required to have sufficient knowledge of internal audit to manage its group members. A group representative is allowed to be both a group representative and a group administrator at the same time.
- 10) **Internal audit :** As part of group governance and management, a producer group's internal auditor and internal auditor assistant check and verify the operational status of the group administration and group members' farm, based on the "group/farm management manual" in 8) above. 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
<b>A. Management structure of the group</b>					
<b>1. Basic information of the group and allocation of responsibilities</b>					
1.1	Major	Basic information of the group	<p>The following information of the group is documented.</p> <ul style="list-style-type: none"> <li>① Name of the group</li> <li>② Name of the group administration</li> <li>③ Address and contact numbers of the group administration</li> <li>④ Property rights of livestock &amp; livestock products and management responsibilities between the group and the member farm</li> <li>⑤ Property rights of livestock &amp; livestock products and management responsibilities between the group and its clients</li> </ul>		
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"> <li>① Group representative</li> <li>② Responsible personnel of the group administration</li> <li>③ Responsible personnel for internal audits</li> <li>④ Responsible personnel specified in Control Point 2.1 of "JGAP Control Points and Compliance Criteria for Farms (Livestock &amp; Livestock Products)" (if the group administration manages the farm)</li> </ul>		
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 f) and the responsible personnel for internal audits can demonstrate his/her knowledge on a) to g) below.</p> <ul style="list-style-type: none"> <li>a) Latest knowledge on GAP including food safety and hygiene</li> <li>b) Knowledge on risk assessment based on hazard analysis</li> <li>c) Basic knowledge on animal health and veterinary medicinal products</li> <li>d) Basic knowledge on livestock feed, agrochemicals, fertilizers, workers safety, animal welfare and environmental conservation</li> <li>e) Basic knowledge on human rights, welfare and labor management</li> <li>f) Knowledge on group management systems</li> <li>g) Knowledge and competency on audits</li> </ul> <p>※ a) to e) include understanding of the "JGAP Control Points and Compliance Criteria for Farms (Livestock &amp; Livestock Products)".</p> <p>※ f), g) include understanding of the "JGAP Control Points and Compliance Criteria for Group Administration (Livestock &amp; Livestock Products)".</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
1.3	Major	Information on the member farms	<p>The following information of the member farms is registered.</p> <p>① Farm name, address, contact numbers and top management            ② Farm manager            ③ Name, address, area size of the livestock barn and adjoining facilities            ④ Items that are and will be fed</p>		
<b>2. Contract management</b>					
2.1	Major	Contract between the group and the member farms	<p>※ Not applicable if the group administration and the group member farm are the same management entity</p> <p>The group administration has a contract with the group member farms. The contract covers the following contents.</p> <p>① The group administration name, address, contact numbers and the group 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</p>		
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> <p>① The group administration name, address, contact numbers and the group representative            ② The subcontractor's name, address, contact numbers and the representative of the subcontractor            ③ Rules for food safety, animal health and animal welfare 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 a violation of the contract            ⑥ Agreement to accept an external audit and a request of corrective actions if any non-compliance is identified</p>		
<b>3. Group/farm management manual</b>					
3.1	Major	Allocation of responsibilities between the group administration and the member farms	<p>There is a document that describes the allocation of responsibilities between the group administration and the member farms for each control point of the "JGAP Control Points and Compliance Criteria for Farms (Livestock &amp; Livestock Products)".</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
3.2	Major	Requirements for group/farm management manual	<p>There is a group/farm management manual to operate the group, and the manual includes the following contents.</p> <p>① Methods and procedures for the group administration to implement the "JGAP Control Points and Compliance Criteria for Group Administration (Livestock &amp; Livestock Products)"</p> <p>② Methods and procedures for the group administration to implement the "JGAP Control Points and Compliance Criteria for Farms (Livestock &amp; Livestock Products)", based on the allocation of responsibilities defined in Control Point 3.1.</p> <p>③ Methods and procedures for the member farms to implement the "JGAP Control Points and Compliance Criteria for Farms (Livestock &amp; Livestock Products)", based on the allocation of responsibilities defined in Control Point 3.1. When the methods and procedures for any control point are different for each farm, such control points are indicated in the manual.</p>		
3.2.1	Major	Training system and internal audit system on rearing biosecurity control	Apart from the requirements listed in Control Point 3.2, a training system by a veterinarian and an internal audit system, on matters regarding rearing biosecurity control, food safety risk management and veterinary medicinal products management at a member farm, are clearly defined in the group/farm management manual.		
3.3	Major	Understanding of the group/farm management manual	The responsible personnel of the group administration ensure that the group administration and the member farms understand the corresponding contents of the group/farm management manual.		
<b>B. Implementation of the group/farm management manual and verification of the implementation status</b>					
<b>4. Internal audit</b>					
<b>4.1 Internal auditor</b>					
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 version of "JGAP General Regulations (Livestock & Livestock Products)".		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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 is 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 notice of self assessment must be given to an external auditor before an audit.</p> <p>③ When an internal auditor or an internal auditor assistant is a stakeholder of the subcontractor that is to be audited, the subcontractor needs to be audited by another internal auditor or an internal auditor assistant who is not a stakeholder of the subcontractor.</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.		
<b>4.2 Internal audit of the group administration</b>					
4.2.1	Major	Implementation of an internal audit of the group administration	<p>① There is a documented implementation procedure for an internal audit of the group administration.</p> <p>② An internal audit for the group administration is conducted at least once a year using the checklist based on the group/farm management manual.</p> <p>③ The result of an internal audit contains the following information.</p> <ol style="list-style-type: none"> <li>1) Internal audit date</li> <li>2) Name of the internal auditor</li> <li>3) Name of the responsible personnel of the group administration that is subjected to the internal audit</li> <li>4) Non-compliances</li> <li>5) Corrective actions requested</li> </ol>		
4.2.2	Major	Corrective actions of the group administration	The group administration needs to take the corrective actions requested, and the results of the implementation are recorded.		



No.	Level	Control Point	Compliance Criteria	Result	Comment
<b>4.3. Internal audit of the member farms</b>					
4.3.1	Major	Implementation of internal audits of the member farms	① There is a documented implementation procedure for internal audits of the member farms. ② An internal audit for each member farm is conducted at least once a year using the checklist based on the group/farm management manual. ③ The result of an internal audit contains the following information. 1) Name and address 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	The farm needs 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, corrective actions must be requested and the non-compliances must be corrected and recorded as document.		
<b>4.4. Internal audit of the subcontractors</b>					
4.4.1	Major	Implementation of internal audits of the subcontractors	① There is a documented implementation procedure for internal audits of the subcontractors. ② An internal audit for each subcontractor is conducted at least once a year to verify whether the subcontractor is following the rules in the contract document of Control Point 2.2. ③ The result of an internal audit contains the following information. 1) Name and address 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 sanctions for rule violation  In cases whereby the subcontractor is already certified by JGAP or another third-party certification scheme recognized by the Japan GAP Foundation, the group administration can alternatively verify the subcontractor's certificate with its scope and validity, instead of conducting an internal audit.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
4.4.2	Major	Corrective actions of the subcontractors	The subcontractor needs to take the corrective actions requested, and the results of the implementation are recorded.		
<b>4.5. Verification of the internal audit results</b>					
4.5.1	Major	Verification of internal audits by a responsible personnel for internal audits	<p>① The responsible personnel for internal audits is aware of the following information regarding the internal audits conducted for a group administration, member farms and subcontractors.</p> <p>1) Internal audit date 2) Non-compliances and the results of the corrective actions</p> <p>② The responsible personnel for internal audits verifies 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 group representative.</p>		
4.5.2	Major	Completion of internal audits	A responsible personnel of a group administration and a group representative verify that all non-compliances have been corrected and internal audits have been completed.		
<b>5. Sanction against rule violation</b>					
5.1	Major	Sanctions against rule violations	A group applies sanctions to 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.		
<b>6. Traceability</b>					
6.1	Major	Traceability within the group	A shipped livestock or livestock product can be traced back to the farm of origin. It could be multiple farms, but never includes farms that did not ship the product.		
6.2	Major	Management of parallel handling within the group	When a group handles livestock & livestock products that have not been produced in a certified farm, the group demonstrates that the certified products are handled separately by record.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
6.3	Major	Reasonable shipment quantity of certified livestock & livestock products within the group	<p>A group verifies that the shipment quantity of JGAP certified livestock &amp; livestock products is reasonable, using the following information.</p> <p>① Production planning of each farm ② Actual shipped quantity of each farm</p>		
<b>7. Handling complaints and abnormalities</b>					
7.1	Major	Handling complaints and abnormalities	<p>① There are written procedures for handling complaints and abnormalities about a group, member farm or specific livestock house, product handling facility, site, etc., which contain how to record the date and time and nature of the complaint or abnormality, investigate their causes, resolve the problems and verify the result of corrective actions.</p> <p>② When a group receives a complaint or an abnormality, the group follows the above written procedures, and records its actions.</p>		
<b>8. Procedure for product recall</b>					
8.1	Major	Product recall	<p>① There are written procedures for product recall that include the following.</p> <p>1) Responsible personnel 2) Decision making criteria 3) Communication with clients, relevant institutions (Livestock Hygiene Service Centers, slaughterhouses or poultry processing plants, Japan Agricultural Cooperatives, etc.), certification bodies, all of which can be affected. 4) Investigating the causes of the problems, resolving the problems and verifying the results of corrective actions</p> <p>② When product recall occurs, the group follows the written procedures and records its actions.</p>		
8.2	Major	Product trace test	<p>① A group simulates complaints and abnormalities, conducts a product trace test (desktop exercise) at least once a year, and records the results of the test.</p> <p>② Based on the results, a group revises the procedures of handling complaints and abnormalities regarding product management.</p>		
<b>9. Use of the JGAP logo</b>					
9.1	Major	Supervision of the JGAP logo by the group administration	<p>When the JGAP logos are used, they are used under the supervision of the group administration, and are used only for certified products.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
<b>10. Document management and record management</b>					
10.1	Major	Issuance/revision 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 and revised by the responsible personnel of the group administration or by the responsible personnel for internal audits.            ② Control Point 3.2 is verified by a person who meets the internal auditor requirements.            ③ The manual is approved by a group representative.</p>		
10.2	Major	Revision of a group/farm management manual	<p>The group/farm management manual is revised at least once a year.</p>		
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.            ② The revisions 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	Record management	<p>① The required records need to be stored for at least two years and be available for audits.            ② For the first audit, there must be records of the past three months prior to the date of the audit (except the records of activities that have not taken place during the corresponding period).            ③ After the first audit, the group continuously keeps records.</p>		





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