

ASIAGAP

Asia Good Agricultural Practice

**Control Points and Compliance Criteria
(for Farms)**

**Tea
Ver.2.2**

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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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- (89) Verification: Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.(ref.ISO22000:2018)
- (90) 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."
- (91) 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)
- (92) 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 graywater.

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) (2) Product (name of the produce and item that are under cultivation or are planned for cultivation) (3) Sector (4) Site (name, address, area size, crop) (5) Storage (name, address, and materials stored, such as agrochemicals, fertilizers, fuels, machinery, etc.) (6) Produce handling facility (name/identification, address, items handled) (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 analyzes 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> <ol style="list-style-type: none"> 1) Top management 2) Farm manager (a person who is in charge of site management) 3) Person responsible for product management (a person who can respond to cases of abnormalities and complaints regarding product and food safety issues) 4) Responsible personnel for produce handling facility (a person who is responsible for the operation of produce handling facilities) 5) Responsible personnel for fertilizer management (a person who is responsible for selection, planning, applications, and storage of fertilizers) 6) Responsible personnel for agrochemical management (a person who is responsible for selection, planning, applications, and storage of agrochemicals) 7) Responsible personnel for worker safety (a person who is responsible for preventing injuries and accidents during work) 8) Responsible personnel for labor 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>(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 conducted at least once a year by a person who sufficiently understands ASIAGAP, and the results are recorded.</p> <p>(2) As a result of the internal audits, corrective actions are taken on non-conformity, 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>		
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).		

No.	Level	Control Point	Compliance Criteria	Result	Comment
2.4.2	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.		
2.4.3	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.		
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.		
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		

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 2.4.3.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
6. Food defense and food fraud mitigation					
6.1	Major	Food defense	<p>(1) Potential threats related to food defense, 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 defense 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 defense 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>		
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> <ul style="list-style-type: none"> (1) Name of the subcontractor (2) Verification date (3) Name of the verifier (4) Non-comformity (5) Requests for corrective actions or implementation of corresponding sanctions <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>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
7.2 Management of suppliers and service providers					
7.2.1	Major	Assessment and selection of laboratories	<p>The farm confirms that the laboratory that conducts food safety analysis of agrochemical residue, water quality, heavy metals, microorganisms, and radioactive substances meets one of the following criteria.</p> <p>(1) Registered laboratory of the producing country (2) ISO17025 certified laboratory (3) In the case of agrochemical residue, a laboratory that meets the guidelines concerning laboratories that conduct agrochemical residue testing</p>		
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. 2) Suppliers of inputs, such as propagation materials, agrochemicals, fertilizers, and packaging materials 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.</p> <p>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) Documented specifications of the above (1) are securely stored and readily accessible as necessary.</p> <p>(3) A specification review process is in place for reviewing and confirming specifications.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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, analyze 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>		
8. Product inspection and sorting					
8.1	Major	Input/Product inspection	<p>(1) The farm prepares and implements a system to ensure analysis of inputs that have an effect on food safety.</p> <p>(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.</p> <p>(3) The equipment that is necessary for the above inspection is specified (ref. Control Point 18.2).</p>		
8.2.1	Major	Response to a nuclear disaster	<p>(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.</p> <p>(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.</p>		
8.2.2	Major	Removal of foreign matter	<p>(1) The farm can explain the procedures for removing foreign matter at different stages of the process.</p> <p>(2) The farm has established a mechanism for removing foreign matter, based on the procedures mentioned in (1).</p>		

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. Products 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 nonconformities 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 (2) Analysis of the situation and the impacts (including the decision regarding product recall) (3) Emergency responses (contacting clients that can be affected, consulting and informing relevant institutions, product recall, disposal of products with problems, etc.) (4) Investigation of causes (5) Corrective actions and their completion due dates (6) Reporting to the ASIAGAP audit and certification body, in case the illegalities are founded (7) Verification of the effectiveness of the corrective actions taken (8) The incident management procedures shall be regularly tested.</p>		
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	<p>(1) The farm conducts a practice run for product recall in a case 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.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
9.2 Handling of the farm's violations of rules					
9.2.1	Major	Procedures for handling the farm's violations of rules	<p>There are documented procedures for handling cases of the farm's violations of rules, and the following points are clear in the document.</p> <ul style="list-style-type: none"> (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.		
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> <ul style="list-style-type: none"> (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.) 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
10.1.1.1	Major	Appropriate labeling	<p>(1) The product to be shipped is labeled 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 labeled in accordance with the labeling 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>		
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>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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> <ul style="list-style-type: none"> (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 		
10.1.5	Major	Harvesting record	<p>The following harvesting information is recorded.</p> <ul style="list-style-type: none"> (1) The lot of fresh leaves harvested (2) Variety name (3) Date harvested (4) Quantity harvested (5) Site of harvesting 		
10.2	Major	Handling of produce from other farms	<ul style="list-style-type: none"> (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. (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. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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>		
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> <ol style="list-style-type: none"> 1) He/she understands the latest version of the ASIAGAP documents and shares the updates with the responsible personnel accordingly. 2) He/she is capable of explaining his/her knowledge regarding the ASIAGAP Control Points of his/her work area. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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> <ol style="list-style-type: none"> 1) Supervision of the product types and standards (varieties, cultivation methods, etc.) 2) Shipment specifications, including packaging, quantity and weight 3) Management of product displays 4) Ensuring the safety and quality of agricultural produce 5) Handling of product complaints and abnormalities and product recall procedures <p>(2) The responsible personnel for product management conducts the following.</p> <ol style="list-style-type: none"> 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 product management by obtaining qualifications or training from qualified persons. 		
11.3	Major	Responsible personnel for fertilizer management	<p>(1) The person responsible for fertilizer management (ref. Control Point 2.1) oversees the selection, measurement, application, and storage of fertilizers.</p> <p>(2) The person responsible for fertilizer management conducts the following.</p> <ol style="list-style-type: none"> 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. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
11.4	Major	Responsible personnel for agrochemical management	<p>(1) The person responsible for agrochemical management (ref. Control Point 2.1) oversees the selection, measurement, application, and storage of agrochemicals.</p> <p>(2) The person responsible for agrochemical management conducts the following.</p> <ol style="list-style-type: none"> 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	<p>(1) The person responsible for worker safety (ref. Control Point 2.1) oversees the work to prevent injuries or accidents on the farm.</p> <p>(2) The person responsible for worker safety implements the following items.</p> <ol style="list-style-type: none"> 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. 		
11.6	Major	Person responsible for labor management	<p>(1) The person responsible for labor 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 labor management implements the following items.</p> <ol style="list-style-type: none"> 1) He/she is capable of explaining his/her knowledge on the ASIAGAP control points of his/her work area. 2) He/she makes an effort to improve his/her knowledge of human rights, welfare, and labor management by obtaining qualifications or training from qualified persons. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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	<p>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.</p>		
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 (2) Food safety (3) Environmental conservation</p>		
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). (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. (3) Responsibilities and authorities are progressively allocated to the successors and workers.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12. Human rights, welfare, and labor 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 labor" 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 labor service is provided under direction and supervision and whether wages are paid for labor service. Those who work temporarily for certain seasons are also considered to be workers.</p>		
12.2	Major	No forced labor	<p>The farm has a mechanism to prevent the following from happening.</p> <p>(1) A worker has been recruited through human trafficking, slave labor, or prison labor.</p> <p>(2) A worker has been forced into labor through assault, intimidation, imprisonment, or other mental or physical means that unduly constrain his/her freedom.</p>		
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 labor 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>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
12.4	Major	No discrimination	Decisions on employment, promotion, and salary raises 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> <ol style="list-style-type: none"> 1) Content and location of the work 2) Employment period (if the employment period is limited, the farm needs to present the terms of contract renewal) 3) Working hours, break time, holidays 4) Wage, payment method, payment time 5) Issues regarding dismissal (rights and conditions for dismissal, etc.) <p>(2) When a potential worker is a foreigner, the working condition is communicated in a documented form, in a language that the person can understand.</p>		
12.6	Minor	Compliance of working conditions	<ol style="list-style-type: none"> (1) The working hours, holidays and break times comply with the laws. (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. (3) Extra pay for work at night, overtime, and work on holidays follows the laws. (4) The workers receive their wages within the timeframe presented in Control Point 12.5. (5) There is no unreasonable or excessive deduction from the wage. 		

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 labor 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.		
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) The farm manager implements medical screening of the workers and the visitors who have the possibility of carrying diseases that can be contagious to consumers through agricultural produce before entering a food handling area. (2) The farm manager prohibits the persons indicated in (1) from harvesting and handling agricultural produce, as well as from entering a food handling area.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
13.2	Major	Rules for the workers and visitors	<p>There are documented rules on hygiene management on the following points. The rules have been communicated to the workers engaged in harvesting and produce handling and to the visitors.</p> <p>(1) 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.</p>		
13.3 Management of hygiene facilities					
13.3.1	Major	Hand-washing facilities	<p>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.</p>		
13.3.2	Major	Set-up and hygiene of the toilets	<p>(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.</p>		

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> <ol style="list-style-type: none"> 1) Loading and unloading using a riding machine, and its use on slopes or steps 2) Use of a brush cutter on slopes 3) Adjusting or repairing the rotating parts of fresh-leaf cutters in tea factories 4) Re-starting rotating machinery after repair or cleaning in tea factories <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> <ol style="list-style-type: none"> (1) They have been sufficiently trained on safety. (ref. Control Point 11.7) (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) (3) They are not drunk, drugged, sick, pregnant, minors in age, or disqualified. (4) Elderly workers are given a type of work that takes into consideration their physical or mental limitations. (5) They wear appropriate clothing and equipment for their safety. 		

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 graywater.</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 clean storing and adequate supplying water system 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.		
16.2	Major	Protection of water sources	The farm has a mechanism to prevent the intentional or accidental contamination of water sources, water storage places, and water canals that are under its management.		
16.3	Major	Wastewater management	The farm manages the 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.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
16.4	Minor	Records of water usage and efficient use of water	(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. (2) If (1) applies, the farm records the volumes of irrigation water and the water used in the produce handling facility.		
17. Prevention of cross-contamination of sites and facilities					
17.1	Major	Measures against pests	(1) The farm prevents the entry or proliferation of pests (small animals, insects, and birds) into the produce handling facility. (2) If the farm is controlling a pest, the control method does not affect food safety.		
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	The produce handling facility has a changing room and a place for the workers to keep their personal belongings.		

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 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> <ol style="list-style-type: none"> 1) Agricultural produce 2) Packaging materials 3) Machinery, infrastructure, transportation vehicles, containers, and equipment for harvesting and produce handling <p>(2) The results of the risk assessments and the countermeasures are recorded.</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.		
17.8	Major	Location, design and construction layout of the facilities	<p>The facilities are located, designed, and laid out for construction considering the following.</p> <ol style="list-style-type: none"> (1) Good Hygiene Practices (2) Prevention of contamination of the agricultural products (3) Prevention of parasitism by pests such as insects, rodents, and birds 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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) (2) Worker safety (ref. Control Point 14.1) (3) Impacts on the surrounding environment (ref. Control Point 21.1) (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.		
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. (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. (3) The environmental monitoring plan is incorporated into and implemented as part of a food safety management system.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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.		
18.2	Major	Management of testing, measuring, and sorting equipment	There is a list of testing, measuring, and sorting equipment and their standard test pieces. This equipment is regularly checked to ensure that it can test, measure, or sort accurately. The check results are recorded. The devices that require calibration and can affect food safety risks are calibrated. The calibration of these measuring and monitoring devices is traceable to a recognised standard or method.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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.</p> <p>(2) If any problem is found as a result of the checks, the item is repaired, cleaned, or replaced.</p> <p>(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.</p> <p>(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>		
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 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 used before their effective expiry ("use-by") date, and are stored safely in a designated place.</p>		
18.5	Major	Use of machine oil	<p>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.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
18.6	Minor	Safe use of machinery and equipment	(1) The use of machinery and equipment follows the manuals or the instructions of the manufacturer. (2) The machinery or equipment is not modified in a way that risks its safety. (3) The safety of machinery and equipment is confirmed before purchase.		
18.7	Major	Safety of the surface that comes into contact with agricultural products	The machinery, equipment, vehicles, packaging materials, harvesting containers, tools, and produce storage containers that come into contact with agricultural produce meet the following conditions. (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. (2) The contact surface must not damage the surface of agricultural produce (except for cases in which it is intended to cut agricultural produce). (3) The contact surface can be easily cleaned, disinfected and maintained.		
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 sites, storage, and produce handling facility are kept organized and cleaned, and there is no scattered waste.</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		
24. Agrochemical management					
24.1 Agrochemical application plan					
24.1.1	Major	Implementation of IPM	(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. (2) The responsible person analyzes the past occurrences of pests, diseases, and weeds, and the effectiveness of agrochemical applications of the past to improve the agrochemical application plan.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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	<p>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.</p>		
24.2 Preparation of agrochemicals					
24.2.1	Major	Decisions on agrochemical application	<p>(1) The person responsible for agrochemical management decides on agrochemical applications based on the plan developed in Control Point 24.1.2.</p> <p>(2) When the plan needs to be changed, the changes need to meet the conditions of Control Point 24.1.2.</p> <p>(3) Application dates are calculated based on the planned harvesting date.</p> <p>(4) The farm abides by labeled instructions.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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 labeled 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 labeled 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.		
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.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3.2	Major	Washing of protective clothing and equipment	<p>(1) After agrochemical application, there is no cross-contamination through used protective clothing and equipment.</p> <p>(2) Reusable protective clothing and equipment are washed after use.</p> <p>(3) Protective clothing is washed separately from other clothing, and gloves are washed before taking them off.</p> <p>(4) Boots are thoroughly washed including their shoe soles.</p> <p>(5) Protective clothing that has been torn or damaged and dirty mask filters are replaced.</p>		
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	<p>(1) All the solution that has been prepared is used thoroughly at the site.</p> <p>(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.</p>		
24.3.5	Major	Washing of application equipment and disposal of rinsate	<p>(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.</p> <p>(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.</p> <p>(3) Rinsate is disposed in the same manner as (2) of Control Point 24.3.4.</p>		
24.3.6	Major	Management of re-entry	<p>(1) If there is a labeled 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 labeled instruction, nobody enters the site that has been recently sprayed until it is dry.</p>		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.3.7	Major	Records of agrochemical applications	<p>The following information is recorded on agrochemical applications.</p> <ul style="list-style-type: none"> (1) Target crop (applicable crop according to the agrochemical registration) (2) Location of the application (site name, etc.) (3) Application date (4) Product name (5) Target pests/diseases/weeds (6) Active ingredient (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) (8) Application timing (pre-harvest interval, etc.) (9) Application method (identification of the application machinery) (10) Operator name 		
24.3.7.1	Major	Verification of proper use of agrochemicals	<ul style="list-style-type: none"> (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. (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. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.4 Storage of agrochemicals					
24.4.1	Major	Management of agrochemical storage	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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. 		

No.	Level	Control Point	Compliance Criteria	Result	Comment
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.		
24.5 Agrochemical drift					
24.5.1	Major	Prevention of negative impacts of agrochemical drift	(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. (2) The farm communicates with the producers of the surrounding farms to avoid negative impacts of agrochemical drift from the surrounding areas.		
24.5.2	Major	Prevention of agrichemical drift to surrounding farms	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.		

No.	Level	Control Point	Compliance Criteria	Result	Comment
24.6 Agrochemical residue analysis					
24.6.1	Major	Sampling plan for agrochemical residue analysis	<p>(1) There is a documented plan on agrochemical residue analysis.</p> <p>(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.</p> <p>(3) When an active ingredient with a higher risk cannot be identified, a general analysis of all active ingredients is conducted.</p>		
24.6.2	Major	Implementation of agrochemical residue analysis	<p>(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.</p> <p>(2) The result of maximum residue analysis is retained.</p>		
25. Fertilizer management					
25.1 Selection and planning of fertilizers					
25.1.1	Major	Understanding the nutrient composition of fertilizers	<p>(1) The farm keeps the information on nutrient composition of purchased fertilizers.</p> <p>(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.</p>		

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> <ol style="list-style-type: none"> 1) Correlation between the productivity and produce quality in the past and the fertilizer applications 2) Result of the soil analysis 3) Recommendations by the government or agricultural cooperatives on fertilizer application 4) Need for soil conservation (ref. Control Point 15.3) 5) Cases of water contamination of the area due to fertilizer application 6) Greenhouse gas emission by fertilizers (e.g., nitrous oxide) 		

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 graywater, the farm takes into consideration the WHO guidelines for the safe use of wastewater, excreta, and graywater. 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	Minor	Storage condition of fertilizers	<p>Fertilizers in bags are stored under the following conditions.</p> <p>(1) The fertilizers are covered and are 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 placed directly 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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