ADD-ON

GLOBAL G.A.P.

GLOBALG.A.P.

BioDiversity

General Rules Specifications

ENGLISH VERSION V1.0_FEB22

VALID FROM: 1 FEBRUARY 2022

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1 BIODIVERSITY ADD-ON (GENERAL BACKGROUND INFORMATION)

Name and version of the add-on:	BioDiversity v1.0_Feb22
Sub-Scope:	Fruit and Vegetables (add-on to IFA v5.2, v5.3-GFS, v5.4-GFS)
Scheme ID:	317
Application in country/countries:	European Economic Area (EEA)
Add-on observers:	None, public add-on
Applicable add-on control points and compliance criteria (CPCC) name and version:	BioDiversity checklist v1.0_Feb22

About the BioDiversity add-on

The purpose of the BioDiversity add-on is to promote biodiversity in conventional fruit and vegetable production. The add-on can be implemented together with the GLOBALG.A.P. Integrated Farm Assurance (IFA) standard for the Crops Base scope and incorporates a wide range of criteria to assess biodiversity management on the farm. Producers who successfully implement the BioDiversity add-on receive a letter of conformance, which is also visible in the GLOBALG.A.P. database.

2 GENERAL RULES SPECIFICATIONS

This document contains the general rules specifications exclusively applicable for the BioDiversity add-on. This document refers to the clauses in the GLOBALG.A.P. general add-on rules, which should be consulted while reading these general rules specifications.

The GLOBALG.A.P. general regulations parts I, II, III, and Crops rules in their current version apply to the add-on unless otherwise specified in the add-on rules below.

Clause (Numbering based on the GLOBALG.A.P. general add-on rules)	**General add-on rule**	**Specific requirements for the BioDiversity add-on**
3. APPLICATION OPTIONS		
Preconditions:		
3.1 Option 1 – Individual producer		
3.1.1	Option 1 – Multisite without implementation of a QMS	This option is possible.

Clause (Numbering based on the GLOBALG.A.P. general add-on rules)	General add-on rule	Specific requirements for the BioDiversity add-on
3.1.2	Option 1 – Multisite with implementation of a QMS	This option is possible.
3.2 Option 2 – Producer group		This option is possible. All producer group members with IFA certification can apply for this add-on.
4. REGISTRATION PROCESS		
4.1 Certification bodies		
a)	Applicant registration	The applicant shall register with a GLOBALG.A.P. approved certification body (CB). The CB shall have auditors that are already approved to conduct inspections for accredited standards such as IFA or for schemes successfully benchmarked to the specific sub-scope. The condition for CB approval for this add-on is the availability of an appointed in-house trainer (IHT), who shall complete the BioDiversity add-on course and pass the online test before the first CB audit.
4.2 Registration		
4.2.1 General		
a)	The duration of the service contract is set between the CB and the producer.	The CB shall include this add-on as part of the GLOBALG.A.P. sublicence and certification agreement that is signed between the CB and the producer.
5. ASSESSMENT PROCESS		
5.1 Self-assessments		
a)	Self-assessments are required in case the specific add-on includes this requirement in the control points and compliance criteria.	For Option 1 and Option 1 multisite without QMS: The producer shall conduct a self-assessment against all the applicable requirements of the BioDiversity add-on.

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		For Option 2 and Option 1 multisite with QMS: The QMS shall include the implementation of the BioDiversity add-on. The annual internal QMS audit at producer group member or production site level shall include the audit to the BioDiversity add-on. Internal audits (as conducted by internal auditors) shall include 100% of the producer group members/production sites in order to validate the implementation of the add-on at producer group member/production site level.
5.2 Second- or third-party assessments		
a)	A second (an appointed organization) or third party (an independent certification body) shall conduct the add-on assessments, and this requirement shall be defined in the add-on general rules specifications.	The BioDiversity CB audit can be carried out only by CBs with final GLOBALG.A.P. approval for the IFA Crops Base scope; FV sub-scope. The CB inspectors/auditors shall also have successfully completed the online test on the add-on.
b)	The assessments shall only be done by the following parties as approved:	
i)	CB inspectors or auditors that are already approved to conduct inspections or audits for accredited standards such as GLOBALG.A.P. IFA, or schemes successfully benchmarked to the specific sub-scope.	(i) The CB shall appoint an IHT for the BioDiversity add-on who shall be responsible for ensuring that all the CB's registered BioDiversity add-on auditors comply with the required qualification criteria. The IHT shall be the appointed IHT for IFA FV. The BioDiversity IHT shall successfully complete an add-on course provided by GLOBALG.A.P. and pass the online test on the BioDiversity add-on before the CB starts carrying out BioDiversity CB audits. (ii) The BioDiversity CB auditor shall be an inspector/auditor approved for IFA FV, shall take part in an internal training on the BioDiversity add-on provided by the CB-appointed IHT,

Clause (Numbering based on the GLOBALG.A.P. general add-on rules)	General add-on rule	Specific requirements for the BioDiversity add-on
		and shall demonstrate sufficient competence in the field. (iii) In addition, inspectors/auditors shall pass an online test on the BioDiversity add-on before conducting any BioDiversity CB audit, if the test is available in their working language. If it is not available in their working language, they have one month to pass it once it is published in their working language.
ii)	Inspectors or auditors from GLOBALG.A.P. approved CBs conducting inspections against non-accredited standards, or	This is *not* possible.
iii)	Licensed Farm Assurers that have approval for assessing the specific add-on	This is *not* possible.
5.2.1 Option 1 – Individual producer (without QMS)		
a)	Producer receives an annual assessment.	The BioDiversity CB audit shall always be carried out together with the IFA inspection, never on its own, and by the same CB. Benchmarked schemes are allowed. In the exceptional case of initial/first CB audit of a producer to the BioDiversity add-on, the add-on CB audit may be carried out on its own and mid-cycle, i.e., during the validity period of the IFA certificate. This initial add-on CB audit can also be done during the IFA unannounced inspection. In any case, the CB shall guarantee that all BioDiversity add-on requirements can be fully audited (including the IFA traceability, segregation, and mass balance requirements), and that the "Valid to" date of the add-on letter of conformance is the same as that of the current IFA certificate held by the producer. The BioDiversity add-on CB audit frequency is annual – same as for the IFA standard.

Clause (Numbering based on the GLOBALG.A.P. general add-on rules)	General add-on rule	Specific requirements for the BioDiversity add-on
b)	The duration and timing of assessments will be clarified with the CB.	These rules do not set a minimum duration for the CB audit. The CB shall guarantee that enough time is given for an adequate audit against the BioDiversity add-on requirements.
c)	The timing will be clarified.	Timing of the CB audit shall follow IFA timing rules as defined in the GLOBALG.A.P. general regulations part I and Crops rules.
5.2.2 Option 1 – Individual producer with a QMS and Option 2 – Producer group		
a)	The QMS and the producers shall be assessed.	For Option 2 and multisites *with* a quality management system (QMS), the QMS shall be managed centrally. The implementation of the BioDiversity add-on shall also be included as part of the QMS. The QMS shall be audited as stipulated in the GLOBALG.A.P. general regulations. The BioDiversity CB audit shall always be carried out together with the IFA audit during the certification or annual IFA re-certification audit, never on its own, and by the same CB. Benchmarked schemes are allowed. In the exceptional case of initial/first CB audit of a producer/producer group to the BioDiversity add-on, the add-on CB audit may be carried out on its own and mid-cycle, i.e., during the validity period of the IFA certificate. This initial add-on CB audit can also be done during the IFA unannounced audit. In any case, the CB shall guarantee that all BioDiversity add-on requirements can be fully audited (including the IFA traceability, segregation, and mass balance requirements), and that the “Valid to” date of the add-on letter of conformance is the same as the one of the current IFA certificate held by the producer.

Clause (Numbering based on the GLOBALG.A.P. general add-on rules)	General add-on rule	Specific requirements for the BioDiversity add-on
		The BioDiversity add-on CB audit frequency is annual – same as for the IFA standard. The add-on CB audit frequency for Option 2 and Option 1 multisite with QMS is the same as for the IFA standard.
b)	The CB does not assess all producer group members/ production sites, but just a sample. It is not the responsibility of the CB to determine the compliance of each producer group member/production site (this responsibility rests with the applicant). The CB shall assess whether the applicant's internal controls are appropriate.	In Option 2 and in Option 1 multisites with QMS, the BioDiversity add-on is audited only on the QMS level. One BioDiversity add-on checklist shall be completed for the QMS, covering all producer group members/production sites. CB audits of producer group members/production sites are conducted together with IFA audits without filling in a specific BioDiversity add-on checklist to validate the implementation of the add-on at producer group member/production site level.
c)	The duration and timing of assessments will be clarified.	The additional duration of the BioDiversity add-on CB audit will depend on the size of the farm and the complexity of production activities. Timing of the CB audit shall follow the IFA timing rules defined in the GLOBALG.A.P. general regulations part I and Crops rules.
d)	The sampling method, frequency, timing will be clarified.	N/A, there are no CB farm audits, only CB audits at QMS level.
5.3 Unannounced surveillance inspections		
a)	It is possible that a specific add-on requires that producers receive unannounced assessments.	No unannounced CB audits required

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b)	If it is a requirement, 10% of the add-on producers or groups of a CB/Farm Assurer shall be assessed annually unless stated otherwise in the add-on general rules specifications.	N/A
c)	The assessment, if applicable, shall be announced no longer than 48 hours in advance.	N/A
6. APPROVAL PROCESS		
6.1 Requirements for achieving and maintaining add-on conformance		
a)	The CPCCs of the add-on may consist of different levels, e.g., knock-out points, Major Musts, Minor Musts, and/or Recom-mendations or may have a scoring system.	The control points of the add-on fall into at least three levels: Critical, Major Musts, and Minor Musts. See Annex 2 for an explanation of control point levels as well as the classification criteria and conditions for the issuance of letters of conformance and status.
b)	For each add-on, the conformance rules are based on the constitution of the CPCCs and conformance will be calculated in a compliance calculation.	
c)	Compliance calculation	There are four degrees of compliance for every control point of the BioDiversity add-on: **3 points**: Full compliance with the specific control point. **2 points**: Compliance to a large extent. Observations here are considered recommendations. **1 point**: Non-compliance. Compliance with the control point is insufficient. The producer or producer group shall propose corrective action(s). **0 points**: Full non-compliance. The control point is not met at all. The producer or producer group shall propose corrective action(s).

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		Not applicable: In exceptional cases, the CB may also identify a Minor Must control point as "Not applicable". The CB shall justify the decision on the field reserved for comments in the checklist. Critical control points shall never be identified as "Not applicable".
6.2 Sanctions		
c)	Outstanding non-conformances identified during the first assessment shall be closed within the timeframe agreed with the program owner, CB, or VB.	See Annex 2 for an explanation of Major Must non-conformances as well as the type of follow-up CB audit.
6.5 Letter of conformance		See Annex 2 for explanation of the different documents issued by the CB to the producer or producer group. The letter of conformance will be valid until the same date as the IFA certificate. For a template of the letter of conformance, see Annex 3.
6.6 Certification Integrity Program (CIPRO)		
a)	The possibility of adding CIPRO to the add-on shall be clarified.	The Certification Integrity Program (CIPRO) may in the future include the BioDiversity add-on.
7. CERTIFICATION BODY AND FARM ASSURER REGISTRATION RULES FOR THE ADD-ON		
7.1 GLOBALG.A.P. approved CBs		
iii)	The GLOBALG.A.P. approved CB must: a) Register for the new add-on in the CB Extranet. b) Submit a letter of intent in English to the GLOBALG.A.P. Secretariat.	

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	c) Pay an annual registration fee according to the GLOBALG.A.P. fee table that will allow the CB to assess producers against the add-on. d) Follow the database training for producer registration and checklist uploading when applicable. Register all inspectors/auditors for the add-on(s) in the GLOBALG.A.P. database.	
7.2 Licensed Farm Assurers		N/A
8. FURTHER SPECIFICATIONS		
Data access rules	In case of a different data release level as defined in Annex 1	See Annex 1 below.
Fees	Any additional fees that may apply for the different add-ons	Producer fees for this add-on will be charged in addition to the normal registration and certificate license fees for the IFA standard (see the general GLOBALG.A.P. fee table). The producer shall not pay any fees directly to the supplier or service provider. Fees are payable to the CBs only. Add-on annual fees for producers: • Option 1 – €30 • Option 2 – €250 per group + €5 per producer group member Producer groups who enter new producer group members in the letter of conformance after it has been issued and before the renewal – i.e., during the validity of their current letter of conformance – will be invoiced at €5 for each producer group member added.

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		2. BioDiversity add-on CB fees • CB license fee (scope extension): €500 per year • CB IHT training: €250 per training day per person
Own add-on logo (if applicable)		N/A, no BioDiversity add-on logo
Any additional rule/requirement not mentioned in this document:		Mandatory upload: Audit checklist and letter of conformance

ANNEX I DATA ACCESS RULES

1 INTRODUCTION

These are the data access rules as set for the BioDiversity add-on.

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	Market Participant	Public
Add-on visibility	x	x	x	x

x marks that this data is visible to users assigned to the respective data access group.

2 PRODUCER/COMPANY/OPERATION DATA

The producer/company/operation data for the BioDiversity add-on shall be displayed in the same way as for the IFA standard (see “GLOBALG.A.P. data access rules”).

3 PRODUCT AND AUDIT DATA

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification body	Market participant	Public
Product	x	x	x	x
Product status	x	x	x	x
Add-on version	x	x	x	x
Application option including multisite information	x	x	x	x
For producer groups: Number producer group members	x	x	x	x
Letter of conformance validity date	x	x	x	x
Certification body	x	x	x	x
Letter of conformance number	x	x	x	x

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification body	Market participant	Public
Countries of destination	x	x	x	x
Quantity data[1)]	x	x	x	
CB audit result[2)]	x	x	x	

Notes

[1)] Production surface covered by BioDiversity add-on

[2)] Audit report details linked to the audit including checklist and non-conformances/non-compliances

ANNEX II CONTROL POINT LEVELS AND CLASSIFICATION CRITERIA

6.1 Control point levels

There are three different levels for the control points: Critical, Major Must, and Minor Must.

6.1.1 Critical

0 points or 1 point implies that the producer or producer group is rejected, and no letter of conformance can be issued. The producer or producer group shall require a new CB audit which will be conducted again as an initial CB audit. A minimum of three months shall pass before this new CB audit can take place, in which the producer or producer group must take corrective action.

6.1.2 Major Must

0 points or 1 point implies that the producer or producer group shall propose and take immediate appropriate corrective action, which means:

a) Explain the root cause of the non-conformance.
b) Submit proof of correction to the CB within 28 days.
c) Submit a plan to investigate if the non-conformance may exist on other farms.

6.1.3 Minor Must

0 points or 1 point implies that the producer or producer group shall:

a) Explain the root cause of the non-conformance.
b) Submit a corrective action plan within 28 days after the CB audit with clearly defined responsibilities and time limits. Corrective actions shall be implemented before the follow-up CB audit.

6.2 Classification criteria and conditions for the issuing of audit letters and the letters of conformance

Critical non-conformance	Major Must non-conformance	Minor Must non-conformance	Status classification	Issued document	Type of follow-up CB audit
1 or more on audit day	Not relevant	Not relevant	Critical	Letter from the CB notifying producer of “Critical” status	New initial CB audit within 3–12 months after the first CB audit

Critical non-conformance	Major Must non-conformance	Minor Must non-conformance	Status classification	Issued document	Type of follow-up CB audit
0 on audit day	4 or more after the time limit for correction (28 days)	Not relevant	Critical	Letter from the CB notifying producer of “Critical” status	New initial CB audit within 3–12 months after the first CB audit
0 on audit day	1–3 after the time limit for correction (28 days)	Score of 75% or more on audit day, corrective action plan is filed within 28 days after CB audit. If no corrective action plan is filed, status will be changed to “Critical.”	Improvement needed	Letter from the CB notifying producer of “Improvement needed” status	Follow-up CB audit within 12 months after the first CB audit
0 on audit day	0 after the time limit for recertification (28 days)	Score of less than 75% on audit day, corrective action plan is filed within 28 days after CB audit. If no corrective action plan is filed, status will be changed to “Critical.”	Improvement needed	Letter from the CB notifying producer of “Improvement needed” status	Follow-up CB audit within 12 months after the first CB audit

Critical non-conformance	Major Must non-conformance	Minor Must non-conformance	Status classification	Issued document	Type of follow-up CB audit
0 on audit day	0 after the time limit for recertification (28 days)	Score of 75% or more on audit day, corrective action plan is filed within 28 days after CB audit. If no corrective action plan is filed, status will be changed to “Improvement needed.”	Certified	Letter of conformance from the CB	Follow-up CB audit within 12 months after the first CB audit

ANNEX III BIODIVERSITY ADD-ON LETTER OF CONFORMANCE TEMPLATE

The letter of conformance shall be in English. A second language may be added in the letter of conformance.

CB Logo

GGN: GGN xxxxxxxxxxxxxxxxxxx

BioDiversity ADD-ON
LETTER OF CONFORMANCE

According to the BioDiversity add-on

Option X

Issued to

Producer group/Producer
Company name, address

Country of production

The annex contains details of the producers and production sites/product handling units included in the scope of this letter of conformance.

The certification body [Company Name] declares that the production of the products mentioned on this letter of conformance has been found to be compliant in accordance with the BioDiversity add-on:

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Modules:

Product	Indicate if harvest is included/excluded; product handling included/excluded	Number of producers/production sites

Name of the CB auditor:

Date of CB audit:

Valid from: xx/xx/xxxx

Valid to: xx/xx/xxxx

Authorized by

_____

Date of approval decision: xx/xx/xxxx

CB contact data
Company name, address (incl. email)

220225_BioDiversity_add-on_v1_rules_specs_en

ANNEX for GGN xxxxxxxxxxxxxxx

Date of issue: xx/xx/xxxx

Producer group members (Option 2)

GGN or GLN	Producer name and address	Product(s)

Production sites (Option 1 multisite with QMS)

Site name and address	Product(s)

Product handling units (PHUs)

GGN or GLN	PHU name and address	Product(s)