

## **Annexe 1. Available information to the Public about the GLOBAL G.A.P. scheme.**

### **I. Introduction.**

Primus Auditing Operations México S. de R.L. de C.V. as a certification body, has an accreditation under the NMX-EC-17065-IMNC-2014 standard granted by the Mexican accreditation entity (EMA. A.C) to offer certification services under the GLOBAL G.A.P standard (Fruit and vegetables sub-scope): Option 1 Individual certification, Option 1 Multisite Producer without SGC. This certification scheme includes different groups of normative documents, for example: General Regulations, Checklist, Control points and Compliance Criteria, Rates table, Rules for data access, among others. All the scheme documents can be obtained from the website. <http://www.globalgap.org/es/documents>.

Before starting the certification process, the applicant should be familiar with all the normative documents of the scheme, their rights and obligations within the GLOBAL G.A.P system, as well as implement the control points at their production sites and packing unit (when applicable).

### **II. Certification fee**

GLOBAL G.A.P. has established a table of fees that vary according to the type of crop (covered or not covered), the area in production and fixed fees for registering in its database and issuing of certificates. It is necessary to add the costs for the audit service, which are subject to the certification scope to the rates established by GLOBAL G.A.P. To know the total cost of the certification service, it is necessary to contact Primus Auditing Operations México staff, who will provide a service quote by phone 52 (33)-19818572 or via email at [auditmx@pao-mx.com](mailto:auditmx@pao-mx.com) or [cotizacionespao-mx.com](mailto:cotizacionespao-mx.com).

Primus Auditing Operations México is an independent certification body, obtaining resources through audit and training services. It does not receive financial support from any public or private organization, civil association or government entity to cover its operations. For more information, contact the Quality Assurance department by email address: [calidadmx@pao-mx.com](mailto:calidadmx@pao-mx.com).

### **III. Certification process**

#### **Request**

Primus Auditing Operations México provides the producer with a form to submit information about the legal entity, product related data and specific scheme information, which is necessary for registration in the GLOBAL G.A.P database. Once this form is completed, the producer must send it via email to the audit coordinator from Primus Auditing Operations México with whom initial contact was established.

#### **Contract and Scheduling**

Primus Auditing Operations México issues a quote proposal based on information provided during the request. Once the proposal is accepted, the audit coordinator will contact the producer to schedule the onsite inspection/audit and to request the service provision contract to be signed.

#### **Registration number assignment**

Primus Auditing Operations México registers the producer in the Global G.A.P. database, communicates the GGN with the producer and provides guidance on how to Access the database.

#### **Evaluation**

Prior to the audit/inspection, Primus Auditing Operations México will send a plan with the schedules for the evaluation activities. On the date indicated in the plan, an inspector/auditor will perform the evaluation according to the GLOBAL G.A.P. Checklist. At the end of the evaluation, the inspector/auditor will provide the producer with a report with information on the percentages of compliance and where appropriate, the non-conformance(s) and/or non-compliance(s) detected during the audit o inspection.

#### **Corrective actions**

If the audit/inspection results were not 100% of major obligations and 95% of minor obligations, the producer takes corrective actions and sends the corresponding evidence within the indicated period by the auditor/inspector. The auditor reviews the evidence and verifies if they are sufficient and adequate to close the finding.

The deadline for closing findings on an initial certification is 28 days. If the producer does not send corrective actions within 28 days, a status of “open non-conformity” will be applied in the database and the deadline may be extended up to 90 days (this does not apply to re-certifications or scope extensions).

### **Certification decision**

Qualified personnel from Primus Auditing Operations México performs a technical review of the documentation generated during the process, with the purpose to make a decision on the certification. If the producer has complied with the requirements established by GLOBAL G.A.P, the findings have been closed, with a compliance percentage of 100% for major obligations and 95% for minion obligations, a conformity certificate is issued, as a long as all the process requirements have been met.

### **Certificate issuance**

Once the certification decision has been made, the producer will be notified of the result, if it is approved, the certificate will be sent and the GLOBAL G.A.P database updated, so the producer status appears as “certified”. From this moment, the producer will be able to download their GLOBAL G.A.P. certificate from the database. All the certified producers are published on the page:

<https://database.globalgap.org/globalgap/search/SearchMain.faces?init=1>

#### **IV. Guidelines for the use of Certification brand and logos (Only applicable to the GLOBAL G.A.P. scheme)**

The General Regulations Part I. Annex I.1. GLOBAL G.A.P. define the guidelines for the correct use of the logo and/or the GLOBAL G.A.P brand, understanding that it is a registered trademark. It can never appear on final packaging, which is the one intended for the point of sale.

- V. Primus Auditing Operations México has established the document: Guidelines for the use of Certification brand and logos, which will be provided when the certificate is issued. Or you can request it by phone 52 (33)-19818572 (Ext.116 y Ext. 113) or by email with the Quality assurance department: [calidadmx@pao-mx.com](mailto:calidadmx@pao-mx.com).

#### **VI. Complaint and appeals**

Primus Auditing Operations México has established the Complaint and Appeals procedure to manage complain and appeals in an impartial and transparent manner may they arise during certification services.

You can submit a complaint or appeal to the Quality assurance department by email: ([calidadmx@pao-mx.com](mailto:calidadmx@pao-mx.com)). Quality assurance staff will manage the complaint and/or appeal according to the documented procedure, which will be provided by said area, at any time it is requested, along with the documents related to its execution.