

GLOBAL GAP APPLICATION FOR AUDIT

Document #: F101-1-GGAP

Release Date: 18-FEB-2019

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Document Owner: I. Renz

Approver: C. Eib

SECTION 1: CLIENT INFORMATION					
DETAILS OF LEGAL ENTITY (THE LEGAL ENTITY WILL BE REGISTERED IN THE GLOBALG.A.P. DATABASE)					
Company name	Intertek Certification Japan Farm Ltd.				
Address (street, postal code, city, country)	Nihonbashi North Square 2nd Floor, 1-4-2 Horidome-cho Nihonbashi Chuo-ku Tokyo, 103-0012, Japan				
GPS data of company's address	N: 40 ° 75 ' 941 " E: 135 ° 34 ' 8707 "				
Further details company	Phone: (81)03-3669-7420		Fax: (81)03-3669-7410		
	E-Mail of company: XXXXX@intertek.com				
Legal Registration by country (tax number / VAT number / producer number...)	111111123				
GLN (if available):					
Name of contact (legally responsible for the legal entity)	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms.	First name	Hanako	Last name	Yamada
Address of contact (street, postal code, city, country)	<input checked="" type="checkbox"/> same as company address				
Further details contact	Phone:		Fax:		
	E-Mail of contact:				
INVOICE DETAILS (IF DIFFERENT FROM ABOVE)					
Name					
Address (street, postal code, city, country)					
Contact					
Further Details	Phone:		E-Mail:		
Legal Registration by country (tax number / VAT number / producer number...)					





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SECTION 2: AUDIT INFORMATION

Option*

- 1 – Individual Producer 1 – Multisite Certification 2 – Group Certification
- without QMS
 with QMS

Compound Feed Manufacturing

CFM

Aquaculture Base

- Finfish
 Molluscs
 Crustaceans
 CoC Aquaculture

Crops Base

- Fruit and Vegetables
 CoC Fruit & Vegetables

GLOBALG.A.P. Risk Assessment on Social Practice

GRASP (mandatory for aquaculture)

*Explanation/Definition regarding GLOBALG.A.P. Options:

Option 1 – Individual Certification: individual producer applies for certification; individual producer will be the certificate holder once certified

Option 1 – Multisite Certification:

Without Implementation of a QMS: individual producer or one organization owns several production locations or management units that **do not function as separate legal entities**

With Implementation of a QMS: individual producer or one organization owns several production locations or management units that **do not function as separate legal entities, but where a QMS has been implemented**

Option 2 – Group Certification: a producer group applies for group certification; the **group, as legal entity**, will be the certificate holder once certified; **a group must have a QMS implemented**

IT IS MANDATORY TO FILL THE FOLLOWING ANNEX(ES):

- Option 1 Aquaculture: **Annex 1**
Option 1 Fruit & Vegetables: **Annex 2**
Information about PMU/PHU: **Annex 3**
Option 1 Compound Feed Manufacturing: **Annex 4**
Option 1 Chain of Custody: **Annex 5**
Option 1 Multisite Certification with QMS: **Annex 6**
Option 2 Group Certification: **Annex 6**

Required audit date

Are you currently certified?

- No Yes, to which standard? [GGAP Fruits and vegetable V5.1](#)
By whom? [Intertek](#)

Language of company documentation

[Japanese](#)

Language of audit

[Japanese](#)

Number of employees

[12](#)

Are processes outsourced / subcontracted?

- No
 Yes, these processes: [Delivery](#)
Details of legal entity where processes are outsourced/subcontracted to (name, address, legal registration number): [Intertek delivery service /1-4-2 Horidome-cho Nihonbashi Chuo-ku Tokyo, 103-0012, Japan / 12121212121](#)

Are you registered in the GLOBALG.A.P. Database?

- No Yes
If yes, please indicate your previous GGN: [555555555](#)
Please supply a copy of your certificate(s) and the last audit report
Expiry date: [1, Jan, 20XX](#) Audit due date:



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Please choose the level of data privacy for GLOBALG.A.P.	<input checked="" type="checkbox"/> Yes, I agree to grant access of my company data to the „Public“ data access group <input type="checkbox"/> No, I don't agree to grant access of further company data than the compulsory ones to the „Public“ data access Data Access Rules are defined by GGAP and available at www.globalgap.org/documents
Unannounced reward program	<input checked="" type="checkbox"/> No, I don't want to join the unannounced reward program. <input type="checkbox"/> Yes, I want to join the unannounced reward program.
Are you producing the same product partly as certified and partly as non-certified? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please fill in Annex 3)	
Are you buying non-certified products of the same products you grow under your certified production? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please fill in Annex 3)	
Are there other farms working under the legal entity mentioned above? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please fill in Annex 3)	
If yes, are these farms certified against GLOBALG.A.P. standard? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Partly (Please indicate which farm is / will be certified)	
If not, we will register you for Parallel Production and the Control Points regarding Parallel Production will be checked during the audit.	

<p>Please ensure that your data are absolutely correct. All incorrect data will be invoiced by GLOBALG.A.P. with 100 € (Option 1) respectively 500 € (Option 2). Please ensure that you have declared your GGN if you are already registered in GLOBALG.A.P. database; otherwise you will have to pay for all fees arising out of double registration.</p> <p>We commit to comply with the certification requirements at all times, to communicate data updates to the CB and to pay the applicable fees established by GGAP and by CB. We noticed that the payment of the applicable fees does not guarantee the issuance of a certificate. We give permission to GLOBALG.A.P. and the Certification Body to use the registration data for internal processes and sanctioning procedures.</p> <p>We have read carefully and we will accept the Rules for Certification in current version - http://www.intertek.de/geschaeftsbedingungen/.</p>	<p>★手書きのご署名と申請書作成日記載欄</p> <p>20 June, 20XX Hanako Yamada</p> <p>Date, name, position and signature</p>
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SECTION 3: AUDIT DURATION (INTERTEK USE ONLY)

Standards & Version	Audit Duration		Comments (in case of reduction of the audit duration)
	On site	Audit report	
Proposed auditor(s)			

Application for registration	<input type="checkbox"/> Feasible	<input type="checkbox"/> Unfeasible, reason:
Date, name and signature of CB		
GGN Number		
Registration number	IntertekUSA	

SECTION 4: INSPECTOR/AUDITOR CONFIRMATION (INTERTEK USE ONLY)

Inspection/audit date(s)		<input type="checkbox"/> Announced	<input type="checkbox"/> Unannounced
Name of the inspector/auditor(s):			
1.	<input type="checkbox"/> Employee	<input type="checkbox"/> Subcontractor	
2.	<input type="checkbox"/> Employee	<input type="checkbox"/> Subcontractor	
Date, name and signature CB			

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Annex 1: Option 1 Individual Producer Certification Aquaculture

Company Name									
GFSI recognized post-harvest scheme available (IFS FOOD/BRC/FSSC) ?		<input type="checkbox"/> No <input type="checkbox"/> Yes, scheme		with validity of the certificate (dd/mm/yyyy):					
	Product (scientific name) For seedlings: ova or juvenile?	Parallel production? ⁽¹⁾	Parallel ownership? ⁽²⁾	Certification body used	Quantity of production (tons/year or estimated number of organisms for broodstock/seedlings) ⁽³⁾	Countries of destination (when export)	Please indicate GGN of the compound feed manufacturer(s) supplying compound feed and amount.		
							GGN	Amount (tons)	
1.		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes						
2.		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes						
3.		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes						
	Post harvest activity? ⁽⁴⁾ If yes, please indicate estimated certified output annual quantity in t	Is broodstock additionally purchased?		Are seedlings (ova) additionally purchased?		Are seedlings (juvenile ⁽⁵⁾) additionally purchased?			
		If yes, please indicate GGN of supplier and estimated number of organisms		If yes, please indicate GGN of supplier and estimated number of organisms		If yes, please indicate GGN of supplier and estimated number of organisms			
		GGN	No. of organisms	GGN	No. of organisms	GGN	No. of organisms	No. of organisms	
1.	<input type="checkbox"/> No <input type="checkbox"/> Yes,	<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,			
2.	<input type="checkbox"/> No <input type="checkbox"/> Yes,	<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,			
3.	<input type="checkbox"/> No <input type="checkbox"/> Yes,	<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,		<input type="checkbox"/> No <input type="checkbox"/> Yes,			

⁽¹⁾ Parallel production: if a farmer produces the same product partly as certified and partly as non-certified. **If you answer yes, please fill in Annex 3.**

⁽²⁾ Parallel ownership: if a farmer buys non-certified products of the same products they grow under certified production. **If you answer yes, please fill in Annex 3.**

⁽³⁾ Annual Quantity of production (Tonnage to be registered in the database shall be for first audit, maximum estimated tonnage of live weight at point of harvest at the farm and for the second audit on, real tonnage of live weight at point of harvest at the farm for the previous 12 months)

⁽⁴⁾ Chemical treatments, trimming, washing, or other handling where the product may have physical contact with other materials or substances. **If you answer yes, please fill in Annex 3.**

⁽⁵⁾ Juvenile refers to: smolt, fingerling, alevin, nauplii, post-larvae, others

Please sign here:

We commit ourselves to following the requirements established in the General Regulations of the Scheme, including payment of the registration fee established by GLOBALG.A.P. and the disclosure of information relative to the certification (see part 4.2 of the General Regulations, Part I). All documents are available on the website: www.globalgap.org

Date, Name and signature



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Annex 2: Option 1 Individual Producer Certification Fruit and Vegetables

Company Name							
	Product (scientific name)	Parallel production? ⁽¹⁾	Parallel ownership? ⁽²⁾	Subcontracted activities If yes, please give further information	Certification body used	Annual area under production (ha)	Countries of destination (when export)
1.	Tomatoes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, Transportation		0.1ha	Hongkong
2.		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes,			
3.		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes,			
	Covered Crop?	Harvest included?	Produce handling? ⁽³⁾ If yes, please indicate if it is done in field and / or in facility	If produce handling is available: are products also packed for other producers?	Is produce handling done internally (I) or subcontracted (S) at another PHU? If subcontracted, please indicate GGN of PHU	Period of the FIRST harvest	Period of the FURTHER harvest of the same or a different crop (on the same area)
1.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, <input type="checkbox"/> in field <input checked="" type="checkbox"/> in facility	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> I <input type="checkbox"/> S, GGN	Mid June-August	
2.	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> in field <input type="checkbox"/> in facility	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> I <input type="checkbox"/> S, GGN		
3.	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> in field <input type="checkbox"/> in facility	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> I <input type="checkbox"/> S, GGN		

⁽¹⁾ Parallel Production: if a farmer produces the same product partly as certified and partly as non-certified. **If you answer yes, please fill in Annex 3.**

⁽²⁾ Parallel Ownership: if a farmer buys the same product as non-certified which he is producing as certified. **If you answer yes, please fill in Annex 3.**

⁽³⁾ Chemical treatments, trimming, washing, or other handling where the product may have physical contact with other materials or substances. **If you answer yes, please fill in Annex 3.**

If there is more than one production site, please fill in the address data on Annex 3.

Please sign here:

We commit ourselves to following the requirements established in the General Regulations of the Scheme, including payment of the registration fee established by GLOBALG.A.P. and the disclosure of information relative to the certification (see part 4.2 of the General Regulations, Part I). All documents are available on the website: www.globalgap.org

Date, name and signature ★手書きのご署名と申請書作成日記載欄



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Annex 3: Details of the Production Site/Produce Handling Unit (PHU) for certified products

Is this a production site? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Is this a produce handling unit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
Company name	Intertek Certification Japan Farm Ltd.		
Produce handling facility name (if different)	Certified products unit factory		
Address (street, postal code, city, country)	Nihonbashi North Square 2nd Floor, 1-4-2 Horidome-cho Nihonbashi Chuo-ku Tokyo, 103-0012, Japan		
Name of contact (responsible for certification)	Hanako Yamada	Title: Ms	Roles: President
Address (street, postal code, city, country; if different from above)			
Further details	Phone: (81)03-3669-7420	Fax: (81)03-3669-7410	E-Mail: XXXXX@intertek.com
Legal Registration by country (tax number / VAT number / producer number...)	111111123	Previous GGN (if available):	
GPS data	N: 40 ° 75 ' 941 " E: 135 ° 34 ' 8707 "	Sub-GLN(s) (if available):	

Details of the Production Management Unit (PMU)/Produce Handling Unit (PHU) for non-certified products

Is this a production site? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Is this a produce handling unit? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
Company name	Intertek Certification Japan Farm Ltd.		
Produce handling facility name (if different)	Non certified products unit factory		
Address (street, postal code, city, country)	11 Horidome-cho Nihonbashi Chuo-ku Tokyo, 103-0012, Japan		
Name of contact (responsible for certification)	Hanako Yamada	Title: Ms	Roles: President
Address (street, postal code, city, country; if different from above)			
Further details	Phone: (81)03-3669-7420	Fax: (81)03-3669-7410	E-Mail: YYY@intertek.com
Legal Registration by country (tax number / VAT number / producer number...)	111111123	Previous GGN (if available):	
GPS data	N: 40 ° 75 ' 941 " E: 135 ° 34 ' 8707 "	Sub-GLN(s) (if available):	

Please sign here:



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Annex 4: Compound Feed Manufacturing

1. PRODUCTION UNIT INFORMATION (PRODUCTION UNIT OF THE COMPANY)				
Name of production unit				
Address (street, postal code, city, country)				
First and last name of contact		Position:		
Further details		Phone:	Fax:	E-Mail:
Number of production Lines (for GGAP certified products)				
Number of formulations per production line				
Number of products for different species per production line				
Legal registration number by country (e.g. tax number, VAT number, producer number)				
Previous GGN (if available)				
GLN (if available)				
GPS data		N: ° ' " E: ° ' "		
Subcontracted activities				
2. PRODUCT INFORMATION				
Product(s)	Annual quantity of production in metric tons	Country of destination	Medicated feed? Y / N <input type="checkbox"/> No <input type="checkbox"/> Yes	Certification body used
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	

Please sign here:

We commit ourselves to following the requirements established in the General Regulations of the Scheme, including payment of the registration fee established by GLOBALG.A.P. and the disclosure of information relative to the certification (see part 4.2 of the General Regulations, Part I). All documents are available on the website: www.globalgap.org

Date, Name and signature



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Annex 5: Chain of Custody Certification

Company Name	
GFSI recognized post-harvest scheme available (IFS FOOD/BRC/FSSC)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, scheme with validity of the certificate (dd/mm/yyyy):

	Product (scientific name)	Product labeling done? Y / N	Certification body used	Quantity of production (annual outcome tons)	GGN of producers the product was bought from	Countries of destination (when export)
1.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
2.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
3.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
4.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
5.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
6.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
7.		<input type="checkbox"/> No <input type="checkbox"/> Yes				
8.		<input type="checkbox"/> No <input type="checkbox"/> Yes				

Please sign here:

We commit ourselves to following the requirements established in the General Regulations of the Scheme, including payment of the registration fee established by GLOBALG.A.P. and the disclosure of information relative to the certification (see part 4.2 of the General Regulations, Part I). All documents are available on the website: www.globalgap.org

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Annex 6: Group Certification

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GENERAL INFORMATION	
Number of producers within the Group	
Product scope of internal auditors/inspectors of producer group	
Parallel production available on group level?	<input type="checkbox"/> No <input type="checkbox"/> Yes, for the following products:
Parallel ownership available on group level?	<input type="checkbox"/> No <input type="checkbox"/> Yes, for the following products:
Product handling available on group level?	<input type="checkbox"/> No <input type="checkbox"/> Yes, for the following products:

Please fill in all producer and product details in document F101-2-GGAP Annex 6 to GLOBALG.A.P. Application for audit and Annex 3 of this document if a central Product Handling Unit is available.

We hereby declare that all producers of the producer group are separate legal entities and all of them have implemented the same QMS. We hereby declare that all producers and product details are mentioned correctly on F101-2-GGAP Annex 6 to GLOBALG.A.P. Application for audit.	
We commit ourselves to following the requirements established in the General Regulations of the Scheme, including payment of the registration fee established by GLOBALG.A.P. and the disclosure of information relative to the certification (see part 4.2 of the General Regulations, Part I). All documents are available on the website: www.globalgap.org .	
Date, name and signature	