



GLOBAL G.A.P. AH-DLL GROW Add-on

General Rules Specifications

ENGLISH VERSION 3.0

VALID FROM: 10 AUGUST 2020

OBLIGATORY FROM: 1 NOVEMBER 2020

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1. GENERAL BACKGROUND INFORMATION

Name and version of the add-on:	AH-DLL GROW v3.0
Scope:	Fruit and Vegetables
Scheme ID:	284
Application in country(ies):	Countries where producers are located that supply Albert Heijn-Delhaize (AH-DLL) directly or that supply AH-DLL via a supplier
Add-on Observers:	Albert Heijn-Delhaize Observers
The applicable add-on control points and compliance criteria (CPCC) name and version:	AH-DLL GROW v3.0 August 2020

2. ROLES RELATED TO THIS ADD-ON

Producer: Farmers/Growers that supply their produce directly to Albert Heijn-Delhaize (AH-DLL) or to a supplier that in turn supplies AH-DLL.

Supplier: The entity that supplies products (fruit and vegetables) to AH-DLL and has a number of producers that also grow the products for them (i.e., the supplier) and/or that are connected to them (i.e., the supplier).

Service Provider: A company (e.g., processor, distributor, packer, etc.) that sources on behalf of AH-DLL, ensuring a supply of safe quality produce to the retail customer or the company that has been contracted to supply main product lines to that retail customer. This includes companies such as Bakker Barendrecht, Bakker Belgium, Vezet, Nedato, Agrico, Vogelaar Vredehof.

3. GENERAL RULES SPECIFICATIONS

This document contains the general rules specifications exclusively applicable for the AH-DLL GROW add-on. The basis for this document are the latest [GLOBALG.A.P. general add-on rules](#), which should be consulted while reading these general rules specifications.

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

Section (Numbering Based on GLOBALG.A.P. General Add-on Rules)	General Add-on Rule	Requirements for the AH-DLL GROW 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.
3.1.2	Option 1 – Multisite with implementation of a QMS	This option is possible.
3.2 Option 2 – Producer Group		
4. REGISTRATION PROCESS		
4.1 Certification Bodies		
a)	Applicant registration	<p>Producers (directly or via suppliers) will be requested by the specific AH-DLL service provider to implement the AH-DLL GROW add-on modules (residue monitoring, hygiene, foreign bodies/substances), including completion of the relevant risk assessment (e.g., FORM01) <i>per crop</i>, depending on the risk categorization allocated to the crop in a specific region (as defined in the relevant GROW add-on annexes).</p> <p>The service provider will provide the producer (directly or via supplier) the complete AH-DLL GROW documentation package. The supplier shall, once informed by the service provider, inform all their relevant producers about this add-on.</p> <p>Registration with the certification body (CB) can happen <i>only after</i> the producer has been informed by its supplier or service provider about the AH-DLL GROW add-on.</p> <p>Therefore, a producer can be registered with the CB only if one of the two possibilities is fulfilled:</p> <p><u>Possibility 1:</u> The producer (or supplier) provides a documented copy of a current e-mail, that was sent directly from the service provider to the producer (or supplier) that confirms the request of the implementation of the AH-DLL GROW add-on modules;</p> <p>OR</p> <p><u>Possibility 2:</u> An e-mail can be sent directly from the service provider to the CB, to indicate that the AH-DLL GROW add-on is requested for the producer.</p>

Section (Numbering Based on GLOBALG.A.P. General Add-on Rules)	General Add-on Rule	Requirements for the AH-DLL GROW Add-on
c)	Information on approved CBs is available for every add-on and published on the GLOBALG.A.P. website.	<p>Only CBs <i>with final approval</i> for GLOBALG.A.P. Integrated Farm Assurance (IFA); Crops scope; Fruit and Vegetables (FV) sub-scope may register producers for the AH-DLL GROW add-on.</p> <p>CBs that want to assess the AH-DLL GROW add-on shall request a scope extension (see the latest GLOBALG.A.P. fee table for scope extension costs) from GLOBALG.A.P. CB administration by sending a signed letter of intent. The CB shall nominate an AH-DLL contact person and in-house trainer (IHT) at the same time.</p> <p><u>Auditor/Inspector fee:</u> Not applicable if auditor/inspector is already registered in the GLOBALG.A.P. database and is paying the fee for the GLOBALG.A.P. IFA standard.</p> <p>A list of GLOBALG.A.P. approved CBs and the GLOBALG.A.P. fee table are available on the GLOBALG.A.P. website. <i>Customize the search for CBs by selecting the region, country, and scope.</i></p>
4.2 Registration		
4.2.1 General		
d)	The duration of the service contract is set between the CB and the producer.	<p>The contract between the producer and CB is <i>independent</i> from AH-DLL and the GLOBALG.A.P. Secretariat.</p> <p>The CB shall include this add-on as part of the GLOBALG.A.P. sublicense and certification agreement that is signed between the CB and the producer.</p>
5. ASSESSMENT PROCESS		
5.1 Self-Assessment		
a)	Self-assessments are required if the specific add-on includes this requirement in the control points and compliance criteria.	<p><u>For Option 1 and Option 1 multisite <i>without</i> QMS:</u> The producer shall conduct a self-assessment against all the applicable requirements of the AH-DLL GROW add-on.</p> <p><u>For Option 2 and Option 1 multisite <i>with</i> QMS:</u> The QMS shall include the implementation of the AH-DLL GROW add-on. Internal assessments (as conducted by internal inspectors/auditors) shall include 100% of the producer members or sites (in the case of multisites) that supply to AH-DLL. Therefore, all these producer members or sites shall receive an annual <i>internal assessment</i> against the AH-DLL GROW add-on. Additionally, the individual producer members shall also conduct a self-assessment against this add-on.</p>

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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.	The AH-DLL GROW add-on can be assessed <i>only</i> by GLOBALG.A.P. <i>finally</i> approved CBs for GLOBALG.A.P. IFA; Crops scope; FV sub-scope. The CB inspectors/auditors shall also have successfully completed the training on the add-on (See section 7 for more details).
b) The assessments shall be done only 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.	Inspectors and auditors (assessors) for the AH-DLL GROW add-on shall, at minimum, be approved for a current and valid version of the GLOBALG.A.P. IFA standard for sub-scope FV <u>and</u> be trained against the AH-DLL GROW add-on requirements once such training is available (See section 7 for more details).
ii)	Inspectors or auditors from GLOBALG.A.P. approved CBs conducting inspections against non-accredited standards, or	This is <i>not</i> possible.
iii)	Licensed Farm Assurers that have approval for assessing the specific add-on.	This is <i>not</i> possible.
5.2.1 Option 1 – Individual Producer (without QMS)		
a)	Producer receives an annual assessment.	The AH-DLL GROW add-on shall always be assessed together with the IFA inspection, never on its own. No benchmarked schemes are allowed. In the case of the initial/first assessment of a producer against the AH-DLL GROW add-on, the add-on can be added mid-cycle. However, in such a case, harvest or the relevant agronomic activities shall be observed. The producer shall receive a full IFA inspection together with this add-on. This can also be done during the unannounced assessment. During subsequent assessments against the AH-DLL GROW add-on, the add-on shall be assessed during the annual re-certification IFA inspection. The AH-DLL GROW add-on assessment frequency is annually – similar to the GLOBALG.A.P. IFA standard.
b)	The duration and timing of assessments will be part of the agreement with the CB.	The duration of the AH-DLL GROW add-on assessment will depend on the size of the farm and the complexity of production activities as well as the number of applicable forms; therefore, the additional add-on time will be in the range of approximately 30 minutes <i>per module</i> in addition to the IFA inspection/audit.
c)	The timing will be clarified:	Timing of the assessment shall follow IFA timing rules as defined in the GLOBALG.A.P. general regulations I and Crops rules.

Section (Numbering Based on GLOBALG.A.P. General Add-on Rules)	General Add-on Rule	Requirements for the AH-DLL GROW Add-on
5.2.2 Option 1 – Individual Producer with a QMS and Option 2 – Group		
a)	The QMS and the production sites shall be assessed.	<p>For Option 2 and multisites <i>with</i> a quality management system (QMS), the QMS shall be managed centrally. The implementation of the AH-DLL GROW add-on shall also be included as part of the QMS.</p> <p>The QMS shall be audited as stipulated in the GLOBALG.A.P. general regulations. The AH-DLL GROW add-on shall always be assessed together with the IFA audit, never on its own. No benchmarked schemes are allowed.</p> <p>In the case of the initial/first assessment of a producer group or Option 1 multisite <i>with</i> QMS against the AH-DLL GROW add-on, the add-on can be added mid-cycle. However, in such a case, harvest or the relevant agronomic activities shall be observed. The producer shall receive a full IFA audit together with the add-on. This can then be done during the surveillance audit.</p> <p>During subsequent assessments against the AH-DLL GROW add-on, the add-on shall be assessed during the annual re-certification IFA audit.</p> <p>The AH-DLL GROW add-on assessment frequency is similar to the GLOBALG.A.P. IFA audit frequency for Option 2 or multisite <i>with</i> QMS.</p>
b)	The CB does not assess all production sites, just a sample. It is not the responsibility of the CB to determine the compliance of each production site (this responsibility rests with the applicant). The CB shall assess whether the applicant's internal controls are appropriate.	The same sampling procedure as in the case of IFA (for Option 2 groups and Option 1 multisite <i>with</i> a QMS) shall be followed. It is, however, important that the sample is representative of the producers that implement the AH-DLL GROW add-on.
c)	The duration of the add-on assessments will be clarified:	<p>The duration of the AH-DLL GROW add-on assessment will depend on the size of the farm and the complexity of production activities as well as the number of applicable forms (e.g., risk assessments, checklists); therefore, the additional add-on time will be in the range of approximately 30 minutes <i>per module</i> in addition to the IFA inspection/audit.</p> <p>Timing of the assessment shall follow IFA timing rules as defined in the GLOBALG.A.P. general regulations I and Crops rules.</p>
d)	The sampling method, frequency, timing will be clarified:	The same sampling procedure as in the case of IFA (for Option 2 groups and Option 1 multisite <i>with</i> a QMS) shall be followed. It is, however, important that the sample is representative of the producers that implement the AH-DLL GROW add-on.

Section (Numbering Based on GLOBALG.A.P. General Add-on Rules)	General Add-on Rule	Requirements for the AH-DLL GROW Add-on
5.3 Unannounced Assessments		
a)	It is possible that a specific add-on requires that producers receive unannounced assessments.	Unannounced assessments are required for this add-on. If a producer that has the AH-DLL GROW add-on is chosen as part of the random sample for an unannounced assessment, the CB shall also assess the AH-DLL GROW add-on.
b)	If it is a requirement, 10% of the add-on producers or groups of a CB shall be assessed annually, unless stated otherwise.	The CB shall select at least 10% of its AH-DLL GROW add-on producers to assess unannounced on an annual basis. If a producer that has the AH-DLL GROW add-on is chosen as part of the random sample for an unannounced assessment, the CB shall also assess the AH-DLL GROW add-on. No shortened checklist for this add-on can be used during unannounced assessments.
c)	The assessment, if applicable, shall be announced no longer than 48 hours in advance.	The process regarding unannounced assessments is similar to that outlined in the GLOBALG.A.P. general regulations.
6. APPROVAL PROCESS		
6.1 Requirements for Achieving and Maintaining Add-on Conformance		
a)	The CPCC of the add-on may consist of different levels; e.g., knock-out points, Major Musts, Minor Musts, or Recommendations or may have a scoring system.	All the control points in the AH-DLL GROW add-on checklist are Major Musts. Scoring is done per module. No scoring applies to the additional forms (e.g., risk assessments) that shall be completed by those producers that grow and supply “high-risk” crops to AH-DLL and/or where it is specifically indicated that the producer shall complete the risk assessment (and therefore the applicable form). The intention of the forms is to supply more information in terms of residue, hygiene, foreign body/substance risks that may occur in the case of “high-risk” crops or specifically identified crops.
b)	For each add-on program, the conformance rules are based on the constitution of the CPCC and will be stipulated:	
c)	The compliance percentage shall be calculated, taking into account all the control points applicable to each site and product.	Compliance with 100% of the Major Musts (per module) is required to successfully conform with the AH-DLL GROW add-on.
d)	In all cases, after an assessment, the calculation to show compliance (or non-compliance) shall be available.	To be discussed and agreed at closing meeting on-site as part of the summary of findings as presented by the assessor. The producer shall receive a copy of the summary of non-compliances at the end of the assessment. Both the assessor and the producer shall sign this summary document.

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6.2 Sanctions		
c)	Outstanding non-conformances identified during the first assessment shall be closed within the timeframe agreed with the program owner.	The producer does not have to send any evidence of corrective actions to the CB after the assessment. The service provider will consult directly with the producers.
6.5 Letter of Conformance and Inspection Cycle		A letter of conformance is issued by the CB once the producer fully complies with all the required control points as per the AH-DLL GROW add-on. The validity period of this letter of conformance is 12 months. See Annex 2 of this document for a template of the letter of conformance.
6.6 Certification Integrity Program (CIPRO)		
a)	The possibility of adding CIPRO to the add-on program shall be clarified.	The certification integrity program (CIPRO) might in the future include the AH-DLL GROW add-on.
7. CERTIFICATION BODY AND FARM ASSURER REGISTRATION RULES FOR THE ADD-ON		
General Regulations, I, Annex I.1: Rules for Use of the GLOBALG.A.P. Add-on Trademark and Logo.		The GLOBALG.A.P. add-on logo shall be used according to the requirements stipulated in the GLOBALG.A.P. general regulations I, Annex I.1.
Data Access Rights	In the case of different types of master data as defined in the GLOBALG.A.P. general regulations I, Annex I.1:	See Annex 1 below.
Assessor/Farm Assurer Qualifications	In the case of other requirements as indicated in the GLOBALG.A.P. general regulations III:	<p>Only <i>finally approved</i> IFA CBs that have completed the scope extension to this add-on are allowed to conduct assessments on this add-on. Minimum requirements are the same as in the case of GLOBALG.A.P. inspectors and auditors, as stipulated in the GLOBALG.A.P. general regulations III, Annex III.1 and Annex III.2.</p> <p>Additionally, CBs need training in order to be able to assess the production sites according to the AH-DLL GROW add-on's criteria. GLOBALG.A.P. CB trainings are offered online for the IHT of the CBs and designed to raise awareness about the purpose of this add-on.</p> <p><u>Previously approved GLOBALG.A.P. inspectors and auditors for the AH-DLL GROW add-on:</u></p> <ol style="list-style-type: none"> 1. The CB's IHT shall successfully complete the CB IHT training (and pass the online exam), as offered by GLOBALG.A.P. 2. The IHT shall then train the inspectors and auditors that will carry out assessments against this add-on. 3. These trained inspectors and auditors shall, within 3 months from when the add-on became mandatory, complete and pass the online exam as offered in the GLOBALG.A.P. database. <p><u>New AH-DLL GROW add-on inspectors and auditors:</u></p> <ol style="list-style-type: none"> 1. Shall be trained by the CB's IHT.

Section (Numbering Based on GLOBALG.A.P. General Add-on Rules)	General Add-on Rule	Requirements for the AH-DLL GROW Add-on
		<p>2. Shall complete and pass the online exam as offered in the GLOBALG.A.P. database.</p> <p>3. Start to assess producers against this add-on.</p> <p><u>CB training fees:</u></p> <p>Online IHT training fees: €125 per online training (0.5 training day).</p> <p>No additional costs for the online exam for inspectors and auditors that will carry out assessments against this add-on.</p>
Add-on Fees	Any additional fees that may apply for the different add-ons.	<p>Producer fees for this add-on will be charged in addition to the normal registration and certificate license fees for the GLOBALG.A.P. IFA standard (see 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.</p> <p>Add-on fees for producers, depending on the applicable scope:</p> <ul style="list-style-type: none"> • Option 1 – €30 per producer • Option 2 – €250 per group + €5 per producer group member
Any additional rule/requirement not mentioned in this document:		<p>1) <u>MODULES:</u></p> <p>The AH-DLL GROW add-on consists of three modules and shall be implemented by all producers that supply to AH-DLL.</p> <p>The modules are as follow:</p> <ul style="list-style-type: none"> • Module 1: Residue monitoring • Module 2: Hygiene • Module 3: Foreign bodies/substances <p>Each module contains a checklist that applies to all AH-DLL producers. This is part of the AH-DLL GROW add-on checklist.</p>
		<p>2) <u>FORMS:</u></p> <p>Each module is supplemented by a form and shall be completed as follow:</p> <ul style="list-style-type: none"> • FORM01 is completed only if it is indicated for a specific crop (Annex 1.1 and/or Annex 1.2) that the producer shall complete the risk assessment for plant protection product residue monitoring – i.e., “<i>risk assessment Required</i>”: “YES”. • FORM02 shall be completed for each crop by every producer supplying AH-DLL where product handling (e.g., sorting, packing, etc.) takes place under the ownership of the producer, no matter the risk categorization (Annex 2.1 and/or Annex 2.2). If product handling takes place in a product handling unit that is already certified against a GFSI-recognized scheme, the producer still needs to complete

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		FORM02. This requirement will be reviewed in due course. <ul style="list-style-type: none"> FORM03a and 03b are completed by the producer only if the crop is classified as “high-risk” in terms of foreign bodies/substances (Annex 3.1 and/or Annex 3.2).
		3) <u>ANNEXES:</u> Annexes are guidelines that apply to a specific module and that shall be considered to determine if a specific risk assessment – e.g., form(s) – would apply to a specific crop or not: <ul style="list-style-type: none"> Annex 1.1 and Annex 1.2 define whether a risk assessment shall be completed for a specific crop in terms of module 1 (residue monitoring). Annex 2.1 and Annex 2.2 define the applicable risk category of the crop in terms of module 2 (hygiene). Annex 3.1 and Annex 3.2 define the applicable risk category of the crop in terms of module 3 (foreign bodies/substances).
		4) The results of the add-on assessment per module shall be reflected in the GLOBALG.A.P. database. The following document shall be uploaded to the GLOBALG.A.P. database: <ul style="list-style-type: none"> The AH-DLL GROW add-on checklist assessment report (with summary) Additionally, the following documents may also be uploaded to the GLOBALG.A.P. database: <ul style="list-style-type: none"> Applicable risk assessment documents– FORM01; FORM02; FORM03a; FORM03b, depending on the risk classification of the crop(s), or if a risk assessment is specifically required These documents shall all be either in PDF or protected Excel or Word format.
		5) Remote assessments: This add-on follows the same process as outlined in the IFA standard.

ANNEX 1 – DATA ACCESS RULES

1. INTRODUCTION

These are the data access rules as set for the AH-DLL GROW add-on.

This is a private solution and is not visible to the public.

	Data Access Groups			
	GLOBALG.A.P. Secretariat	Certification Body	AH-DLL GROW Observer	Public
Add-on visibility	x	x	x	

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

2. PRODUCER/COMPANY/OPERATION DATA

	Data Access Groups		
	GLOBALG.A.P. Secretariat	Certification Body	AH-DLL GROW Observer
Company (producer/operation)			
Company name	x	x	x ⁶⁾
Company address ¹⁾	x	x	x ⁶⁾
Company city	x	x	x ⁶⁾
Company country	x	x	x
Company contact information ²⁾	x	x	
Company website (if available)	x	x	
Current GGN/GLN	x	x	x
Previous GGN/GLN	x	x	x
Legal registration per country	x	x	
Location ³⁾	x	x	x
Contact person (responsible for legal entity)			
Contact name ⁴⁾	x	x	
Contact information ²⁾	x	x	
PHU/site information			
Name of product handling unit (PHU)/site	x	x	
PHU/site address ⁵⁾	x	x	
PHU/site contact information ²⁾	x	x	
Sub-GLN(s)	x	x	x
Location ³⁾	x	x	

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

Notes

- 1) Company address includes: Street address (or information available to describe the producer/company/operation location), postal address, postal code, state/province.
- 2) Contact information includes (if available): Telephone number, fax number, e-mail address.
- 3) Location includes: Northern/Southern latitude + Western/Eastern longitude.
- 4) Contact name includes: Title, first name, and last name.
- 5) PHU/site contact address includes: Street address (or information available to describe the PHU/site location), postal address, postal code, city, and country.
- 6) Data is visible for Option 1 producers.

3. PRODUCT AND ASSESSMENT DATA

	Data Access Groups		
	GLOBALG.A.P. Secretariat	Certification Body	AH-DLL GROW Observer
Product	x	x	x
Product status	x	x	x
Add-on version	x	x	x
Application option including multisite information	x	x	x
For producer groups: number of producer group members	x	x	x
Letter of conformance validity date	x	x	x
Certification body	x	x	x
Letter of conformance number	x	x	
Countries of destination	x	x	x
Quantity data ¹⁾	x	x	x
For crops: harvest included	x	x	x
For crops: product handling	x	x	x
Residues module	x	x	x
Hygiene module	x	x	x
Foreign body module	x	x	x
Assessment data ²⁾	x	x	x
Assessment result ³⁾	x	x	x

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

Notes

1) For crops: Production surface

2) Data includes the status and validity date (valid to). Statuses can be reflected as follow:

- Yes, fully compliant
- Yes, improvements needed
- Not compliant
- Not selected/Not applicable

3) Assessment report details linked to the assessment include the date of assessment, checklist, and non-compliances in summary sheet.

ANNEX 2: AH-DLL GROW 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.



GGN: xxxxxxxxxxxxxxxxxxxxxx

**AH-DLL GROW ADD-ON
LETTER OF CONFORMANCE**

According to the AH-DLL GROW ADD-ON

Option X

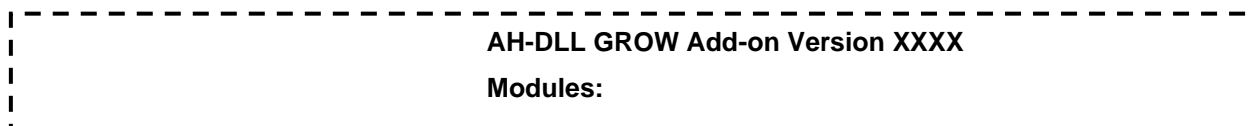
Issued to

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 AH-DLL GROW add-on:



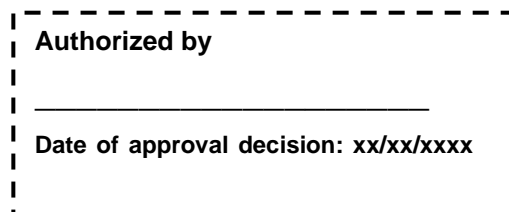
Product	Further columns scope, sub-scope, or product	Number of producers/production sites

Name of the inspector/auditor (assessor):

Date of assessment:

Valid from: xx/xx/xxxx

Valid to: xx/xx/xxxx



CB contact data

Company name, address (incl. e-mail)

ANNEX for GGN xxxxxxxxxxxxxxxx

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)