



APPLICANT / OPERATOR GUIDE

FOR

GLOBALGAP CERTIFICATION

VER. 5.2_FEBRUARY 2019

ICERT FOR DEVELOPMENT OF AGRICULTURE SYSTEMS

49 Bader El Deen Building , Zaied city , Giza Governorate , Egypt

Tel. +2 02 37952015/ Fax : +2 02 37952016

E-mail : info@icertdas.com & icert2020@gmail.com

<http://www.icertdas.com>

Table Of Contents

Page

I	Application and Registration	3
II	Inspection	3
III	Certification	4
IV	For more Information	4

I- Application and Registration

Clients are requested to:

1. Fill ICERT form “**Request for Application form (ADM-025)**” To select the (GLOBAL GAP) Certification Scheme.
2. Fill ICERT form “**GLOBALGAP Registration Farmer Application (INS-027)**”.
3. If you need any help contact one of ICERT inspectors.
4. Sign “**GLOBALGAP Sub-license Agreement (ADM-326)**”.
5. Hand over the above filled forms together with the fees to ICERT accountant.
6. Within 28 days; ICERT notify the applicant with the fate of his application ICERT form “**Notification for the Registration Request (ADM-110)**”.

II- Inspection

1. The operator should inform ICERT that he has completed the internal audit and all requirements of the Global GAP certification as well as book keeping for at least 3 months.
2. ICERT determine the inspection date and inform the client by using ICERT form “**Inspection Note (INS-070)**”.
3. The operator has the right to accept/refuse the inspection date by using ICERT form “**Acceptance/Refusal of the Inspection Note (INS-080)**”
4. Taking into consideration at least one of crops seeking certification is in the harvest stage during the inspection.
5. Once the inspection is completed; the inspection report should countersigned ICERT form “**GLOBALGAP Inspection report Summary (INS-165)**” and a copy is handed over to the operator.

III- Certification

1. All non-conformities raised during the inspection (if any) must be closed during 28 days at most from the inspection date; otherwise sanction will be applied; by using ICERT form “**Sanction Note (ADM-130)**”.
2. In case of compliance “**GLOBALGAP Compliance Farmer Certificate**” will be issued.

IV- For more Information

- You are requested to visit (GLOBALGAP) web site.

<http://www.globalgap.org>

and get the following documents under fruits and vegetables scope:

1. General Regulations, Version 5.2_February 2019.
2. Control Points and Compliance Criteria (CPCC)Version 5.2_February 2019.
3. Control Points Checklist, Version 5.2_February 2019.