1. PURPOSE OF ESTABLISHING THE PROCEDURE

Ensuring the correct implementation of the process of preparing the inspection, planning, carrying out the inspection, preparing the report, reviewing the inspection documentation, issuing the certification decision and supervising the issued certificate of compliance with the requirements of the GlobalG.AP standard .

2. SCOPE

The requirements of this procedure and related documents apply only to the activities of the Certification Division of Bureau Veritas Polska Sp. z o. o. The Certification Body covers each of the following scopes with this procedure:

1) IFA Plants v6 Smart
2) GlobalGAP Add-on
    - GRASP
    - GGFSA

The GLOBALG.AP Certification Service is provided in Option 1 and/or Option 2.

Option 1 is for:

- individual producers
- individual producers with multiple locations without QMS
- individual producers with multiple locations with QMS

Option 2 is for:

- producer groups

The GLOBALG.AP Certification Service in Option 1 or Option 2 is available to all interested entities whose activities overlap with the scope of the accreditation held. In the event of submitting an inquiry or application for certification that does not overlap with the currently held scope, cooperation will be refused.

3. SUPERVISION OF THE PROCEDURE

Bureau Veritas Polska Sp. z o. o. supervises compliance with these principles.
Changes to this procedure are introduced by the GlobalG.AP Program Manager . The Technical Manager is responsible for the consistency of the Bureau Veritas Polska Sp. z o. o. system documentation.

4. DESCRIPTION OF THE PROCEDURE

4.1 DEFINITIONS

Audit – the process of evaluating a quality management system, which can only be performed by an Auditor.

Farm Audit – An assessment process for an individual producer that may be conducted by a Farm Auditor or an Auditor.

Control – audit or farm audit

Auditor – an authorized employee of a certification body performing audits GlobalG.AP . for Option 2 or Option 1 for individual producers with multiple locations with QMS, as listed in Farm Auditors_Auditors_Verifiers - Certification Decision Makers (PF18_GG)

Farm Auditor – authorized employee of the Certification Body performing GlobalG.AP inspections . for Option 1 except for individual producers with multiple locations with QMS , in accordance with the list of Farm Auditors_Auditors_Verifiers - Persons making the certification decision (PF18_GG)

Verifier - Person making a certification decision - a professional employee authorized by the Program Manager to assess the Client's compliance with certification requirements, in accordance with the list of Auditor Farms_Auditors_Verifiers - Persons making a certification decision (PF18_GG)

Certification inspection – an announced inspection in which a client undergoes an assessment process without having a valid GlobalG.AP certificate .

Recertification inspection – an announced inspection in which the client undergoes an assessment process while still having a valid GlobalG.AP certificate .

Unannounced inspection (so-called 10%) – an inspection with a short notice period (2 days before the planned inspection), taking place during the validity period of the GlobalG.AP certificate .

Surveillance inspection - an inspection with a short notice period (2 days before the planned inspection), taking place during the validity of the GlobalG.AP certificate , carried out at producers/production sites belonging to the producer group certified under Option 2 or Option 1 for individual producers with multiple locations with implemented QMS

Parallel Property (abbreviated as PO)– refers to the situation where producers purchase uncertified products that are the same as those they certify. In the case of a producer group, Parallel Ownership applies only when the group or any member of the group purchases uncertified products from external suppliers that are the same as the products included in the scope of certification.
It also refers to the situation in which the manufacturer produces this alone product, partly as certificated and partly as uncertified. In the case of a producer group, Parallel Production applies when any member of the group produces this alone product, partly as certificated and partly as uncertified. Parallel Production also occurs when some of the group's producers who formally form it are not subject to certification and produce the same product as the other certified group members

Harvest Exclusion (abbreviation WZ) - A situation in which the producer does not harvest, the sale of products takes place before harvest, the buyer is responsible for their harvest

Post-harvest procedures (PP) – these are activities performed on products after they have been harvested, including warehousing, storing, sorting, washing, cutting, packaging, shipping, etc.

4.2 SALE

4.2.1 Inquiry offer

Bureau Veritas Polska Sp. z o. o. provides the GlobalG.AP certification service for all applicants whose activities overlap with the scope of the Unit's activities. Applications for certification are accepted throughout the year. The client may submit inquiry regarding services by meeting with the Unit's staff in person or by use means communication electronic, by phone, e.t.c.
Application for certification is made by completing the Certification Application (PF01_GG).

4.2.2. Contract calculation

Based on the Certification Application (PF01_GG), a Contract Calculation (GP24A-PL) is prepared. The Contract Calculation aims to calculate the time (person-days) necessary to conduct an on-site inspection at the customer's premises and the time (person-days) to prepare the required documentation related to the inspection, as well as the possible time needed to travel between customer locations . The calculated time concerns the work of the Auditor's Farms and/or the Auditor. The Contract Calculation is approved by the Verifier - the person making the certification decision , who has the possibility to change the calculated time. In the event of changes, a justification must be provided. During the approval of the calculation, the application is substantively approved.

Minimum duration of inspection for:
- Option 1
Not less than 3 hours of on-site inspection for each sub-scope (minimum time for one product, no product processing, simple processes). The inspection may last not less than 2 hours (minimum time for one product, no product processing, simple processes) in case a documentary check has been

carried out previously
- Option 2 and Option 1 with multiple locations with QMS
A minimum of 6 hours of on-site inspection to conduct a QMS - Quality Management System audit and a minimum of 3 hours for each inspection of a farm reported in option 2. A QMS - Quality Management System audit may last no less than 3 hours in the event that documentation checks have been carried out previously.

4.2.3. Preparation of the contract (offer)

Based on the approved Contract Calculation, the sales department employee prepares the Agreement (offer) (PF02_GG) together with the sublicense and certification agreement (PF03_GG). The complete documentation is delivered to the client via traditional mail, electronic means of communication or in person by an employee of the Unit. The client is also informed in the agreement (PF02_GG) about the principles to which the data entered into the GlobalG.AP IT Systems are subject . The agreement (offer) (PF02_GG) together with the sublicense and certification agreement (PF03_GG) can be prepared for a maximum of 4 years. The sales process is considered completed when the signed documents are delivered to the Certification Unit.

4.3 PREPARATION AND IMPLEMENTATION OF CONTROLS

4.3.1 Application verification

The verification of the application is performed by the Verifier - the person making the certification decision

Verification is performed based on the documents received by completing the Application Verification form (PF22_GG). It is checked whether the documentation is correctly completed. In the event of deficiencies or doubts, the client is contacted (by phone, in person or via electronic communication) and the agreed corrections are made. If the verification result is positive, the client's data is entered into the GlobalG.AP IT Systems . The data is entered based on the information contained in the Certification Application (PF01_GG). In the case of the first certification, entering the data confirms the registration by automatically assigning the GGN number to the client. Within 28 days, written information about the assigned GGN number is provided. Written information is not necessary if the client provided an email address in the Certification Application (PF01_GG), because then he is informed by a message sent automatically by the IT System . Data entry into the GlobalG.AP IT Systems is carried out annually (based on the current Certification Application) and must be completed before the inspection date (Note: in the case of transfer of the client from another Certification Body, registration in the IT System GlobalG.AP . may not be completed prior to the inspection, provided that the client has signed the Agreement (PF02_GG) together with the Sublicense and Certification Agreement (PF03_GG) and provided the Application for Certification (PF01_GG), and the inspection took place during the validity of the previous certificate).

During the verification of the application, the information is supplemented and suitable the next control number based on the Register of Controls and Issued Certificates (PF14_GG) and assigns an internal client number generated using the GlobalG.AP IT Systems . The client number is assigned only in the first year of certification (when recertifying, the client has the same number). Verifier - The person making the certification decision decides on the possibility of conducting an inspection outside the set and has the possibility to decide on the necessity of checking the documentation before the on-site inspection in the production unit. The date of completion of the application verification with a positive result is equivalent to the date of the client's inclusion in the control system and thus the client's approval in the GlobalG.AP IT Systems . After the completion of the application verification, it is possible to conduct an inspection at the client's

4.3.2 Preparation of the control plan

After positive verification of the application, the Planner checks the availability of Auditor Farms /Auditors and plans the inspection date. Then, it informs the Auditor Farm/Auditor about the possibility of carrying out the inspection by generating an inspection order from the SIEBEL program.

At the time of assigning the Auditor Farm and/or Auditor to carry out the inspection, the Planner is obliged to ensure appropriate rotation. Based on the Register of Inspections and Certificates Issued (PF14_GG) and the List of Auditor Farms_Auditors_Verifiers - Persons making the certification decision (PF18_GG), the Planner ensures that the Auditor Farm / Auditor cannot

carry out inspections at the same producer / producer group for a period longer than 4 years. In the 5th year, the inspection must be carried out by a different Auditor / Farm Auditor. In the 6th year, the inspection may already be carried out by the previous Auditor Farm / Auditor. In the case of Option 2 and Option 1 with multiple locations with implemented QMS, this rule applies only to Auditors who carry out the QMS audit , in the case of producer / location inspections, rotation is not required , i.e. the same person can carry them out every year.

Farm Auditor /Auditor reviews the Certification Application (PF01_GG) **,** Contract Calculation (GP24A-PL), Application Verification (PF22_GG), if applicable with last year's Report and any non-conformances and if applicable with last year's checklist appropriate to the given sub-scope. Farm Auditor /Auditor prepares and sends to the client the Farm Audit Plan or Audit Plan (PF05A_GG or PF05B_GG).

4.3.3 Carrying out an inspection

The inspection can be divided into two parts: Documentation inspection outside the client's premises and on-site inspection at the client's premises.

4.3.3.1 Documentation check outside the customer's premises

Documentation check is used to reduce the duration of the on-site inspection, but does not affect the overall reduction in time approved in the Contract Calculation. Documentation check is not performed for GRASP and GGFSA supplements. The Planner informs the Farm Auditor / Auditor about the need to perform a document check in the office prior to the on-site inspection at the client. The desk check may take place up to four weeks prior to the on-site check at the client. The desk check must be carried out by the same Farm Auditor /Auditor who will carry out the on-site check. After agreeing a date for the on-site check with the client, the planner informs the client of the date by which the documents necessary for the desk check must be provided.
Farm Auditor/Auditor conducts checks using the IT System - Audit Online Hub . As a result of the documentation check, Farm Auditor /Auditor verifies the control points that relate to the checked documentation. The client is informed about the results of the documentation check during the closing meeting held during the on-site check.

For Option 1, the desk check may cover the following documents:

- Declaration politics safety food ,
- Analysis risks ,
- Procedures required for Critical Points Control,
- The program of carrying out analysis ,
- Results from analysis ,
- Right employees ,
- List of protective equipment used plants,
- Confirmation accreditation laboratory (accredited methods), In which performed are analysis,
- Certificates or inspection results at subcontractors,
- Records of the use of plant protection products, fertilizers,

For Option 2 and Option 1 for multiple locations with a QMS, the documentation audit may cover the following documents:

- Audit internal ,
- Approval of members of producer groups/units production,
- Declaration politics safety food ,
- Analysis risks ,
- Research program for pesticide residues plants,
- Results of tests for pesticide residues plants,
- Right employees ,
- List of protective equipment used plants,
- Confirmation accreditation laboratory (accredited methods), In which performed are analysis,
- Certificates or inspection results at subcontractors,
- Book Quality ,

- Procedure supervision over documentation ,
- Procedure complaints ,
- Non-compliance Procedure and Actions corrective,
- Procedure traceability ,
- Procedure for segregation of certified products and uncertified,
- Procedure withdrawal from market .

The nomenclature of documents should be understood in a general way - acceptable documents appropriate to the organization's quality system.

4.3.3.2 On-site inspection

The on-site inspection is conducted by the Farm Auditor or Auditor, depending on the certification Option the inspection applies to. The Option 1 inspection must be conducted by a Farm Auditor with the required qualifications. The inspection at the headquarters of a company certifying under Option 2 or Option 1 with multiple locations with a QMS must be conducted by the Auditor. Inspections at producers belonging to the group certifying under Option 2 may be conducted by an Auditor or Farm Auditor with the required qualifications. The same applies to Option 1 with multiple locations with a QMS.

Farm Auditor/Auditor conducts checks using the IT System - Audit Online Hub . In the case of the GGFSA supplement check, the checklist (PF23_GG) is used. Comments must be presented in the checklist according to the guide. In other cases, for which no appropriate guide has been prepared, comments must be given for all basic requirements (compliant, non-compliant, those that do not apply to the manufacturer) and for all QMS requirements. Comments must appear in the checklist for secondary requirements and recommendation requirements in the event of non-compliance and when the point does not apply to the manufacturer. In the case of the checklist for the GGFSA supplement, appropriate comments must appear for each question. The appropriate comments in the checklist must clearly and appropriately prove why a given requirement was met, was not met or did not apply to the manufacturer.

Farm Auditor checklist / Auditor issues a non-conformity at this point and also enters it in the Audit Report Farms (PF10A_GG) or Audit Report (PF10B_GG). The farm audit report and/or audit report should summarize the assessment, including information on identified nonconformities. In the case of nonconformities, it should clearly indicate the method of presenting evidence of closing the nonconformity and the final acceptable date of closing the nonconformity. In the case of the GGFSA supplement, the Report is the appropriate tab in the checklist (PF23_GG). The report is prepared in two identical copies, one for each party. Refusal to sign the report does not prevent further proceedings as part of the certification process. In the event that the manufacturer does not agree with the content of the report, he has the right to file a complaint/appeal to Bureau Veritas Polska Sp. z oo within 7 days of the inspection.

During the Farm Auditor inspection , the Auditor should conduct:

Opening meeting with Management :

- Introduce the evaluation team,
- Thank you for choosing Bureau Veritas as your Certification Body,
- Confirmation range control
- Explaining the need for openness during the inspection, both on the part of the assessor and the company representative
- Explanation confidentiality obtained information
- Present the purpose of the inspection
- Present the control process and sampling method
- Explain the meaning of primary, secondary and recommendations and their impact on non-conformity
- Ask if the facility has any special hygiene procedures and if protective clothing will be needed.
- To confirm a place to work
- Encourage questions about control
- Confirm the time of the closing meeting and invite all interested parties to attend.

- Inform about the right to complain or appeal

Documentation review

- Review of system documentation, including the Quality Manual
- Review of procedures and instructions and risk analyses
- Review of audit and internal inspection reports
- Review of audit and internal inspection checklists
- Review of staff qualifications, including the inspector and internal auditor
- Overview of training courses conducted
- Review of equipment repair records
- Review of equipment calibration records
- Review of cleaning and disinfection records
- Verification of the mass balance carried out
- Traceability system verification
- Verification of transaction documentation
- Verification of the conducted product recall test
- Complaint overview
- Review and verification of existing certificates, specification approvals
- Evaluation of the use of the GlobalG.AP logo

Crop and farm inspection

- Inspection and assessment of cultivation sites
- Inspection and evaluation of the product collection
- Visit and assessment of post-harvest treatment sites
- Inspection and assessment of product storage locations
- Inspection and assessment of the storage location of plant protection products and fertilizers
- Visiting and assessing places where other chemicals are stored
- Inspection and assessment of fuel storage sites
- Inspection and assessment of waste storage sites
- Inspection and assessment of the machinery park
- Inspection and assessment of social and sanitary facilities
- Inspection of farms/production sites under Option 2 and Option 1 with multiple locations with QMS
- Conduct interviews with staff
- Verification and assessment that parallel production/ownership (if identified) is being carried out effectively.
- Verify that parallel production/ownership was declared prior to initiating the inspection.
- Verify that no uncertified product is being introduced to the market

The general principles of conducting audits under Option 2 and Option 1 for multiple locations with implemented QMS are in accordance with the GP01-PL procedure. In the first stage, a QMS audit is carried out at the company's headquarters. Then, audits are carried out at central product processing locations (central product processing locations are those where post-harvest processing of products is carried out by at least 2 group members). For central audits of processing locations, the square root of the total number of these locations is selected. During the audit, based on the information collected, the Auditor decides which group members (locations) are designated to conduct external

farm audits . As a minimum, this is the square root of the number of registered members (locations). In special situations, the Certification Body may increase the number of members (locations) at which inspections will be carried out . When making a decision, the following factors should be taken into account - crop area, number of certified crops, nature of crops (covered, perennial, annual crops), result of internal control , time of belonging to the group, post-harvest processing process . Once all inspections at designated manufacturers (locations) are completed, an Audit Report (PF10B_GG) is prepared and conducts a closing meeting.

Meeting closing :

- Inform the client that the purpose of the meeting is to present the discrepancies found during the inspection
- Inform that the checklist along with all documents will be sent for technical inspection and then a certification decision will be issued.
- Confirm the scope of the inspection, company address, contact person and the data to be included on the certificate.
- Showcase the organization's strengths
- Presentation and discussing inconsistency
- Discuss how to close the discrepancy, including setting a final date for sending evidence
- Explain what evidence will be acceptable
- Explain that a certificate will not be issued unless the discrepancies are closed.
- Explain that the inspection was carried out using a sample method , which may result in not identifying all existing non-conformities.
- Remind that the customer must inform the Certification Body of any product withdrawal from the market
- Obtain the client's signature on 2 copies of the Report
- Thank the customer for their openness and hospitality.

4.3.4 Preparation of post-control data and documentation

After completing the inspection, the Auditor/ Farm Auditor completes the data by completing the GlobalG.AP IT System . i.e. Audit Online Hub . The documentation that should be sent to the Verifier - the person making the certification decision includes :

- Audit Plan Farms or Audit Plan (PF05A_GG or PF05B_GG)
- Audit Report and/or Audit Report (PF10A_GG and/or PF10B_GG)
- Evidence of closing non-conformities (photos, document scans) e.t.c.)
- Checklist (electronic version) for GGFSA if applicable (PF23_GG)

After completing the data and documentation, the Auditor/Farm Auditor sends it by e-mail to the Verifier – the person making the decision on certification, on the need to conduct a technical review and make a certification decision.

4.4 TECHNICAL INSPECTION AND CERTIFICATION DECISION

4.4.1 Technical inspection

The Verifier-Person making the certification decision checks the completeness of the documentation and data in the Audit Online Hub and the compliance of the presented evidence with the requirements of GlobalG.AP . The Verifier-Person making the certification decision approves the

submitted documents in the Verification and Certification Decision document (PF12_GG). In case of ambiguities, the Verifier may send inquiries to the Auditor/ Auditor Farms requesting clarification. The Verifier-Person making the certification decision prepares a risk analysis (PF11_GG).

4.4.2 Certification decision

The certification decision is made by the Verifier - the person making the certification decision. The certification decision is made within 28 calendar days from the date of the inspection or the date on which evidence allowing the closure of the non-conformities was accepted. The certification decision is made after the technical review process has been completed. The result of the certification decision is recorded in the Verification and Certification Decision form (PF12_GG). The certification decision may be positive or negative. In the case of a negative decision, it is considered whether to suspend the specific product or cancel the certificate. The entity applying for certification is informed in writing about the negative decision. The Verifier - the person making the certification decision updates and approves the data in the GlobalG.AP IT Systems ie Audit Online Hub in accordance with the certification decision made and also completes the Register of Inspections and Certificates Issued (PF14_GG).
Certificates are issued by the IT System, i.e. Validation Service. The certificate validity date is issued automatically by the IT System . In the case of GGFSA, the Verifier - the person making the certification decision prepares the Certificate (PF13C_GG) . The Planner or Verifier - the person making the certification decision sends the certificate to the client.

4.5 RECERTIFICATION INSPECTIONS

Recertification should be carried out while maintaining the continuity of the certificate validity. Annual inspections should be planned no earlier than 4 months before the expiry of the current IFA and GRASP certificate. In the case of GGFSA certification, a recertification inspection is planned every 3 years. Inspections are planned based on the data contained in the Inspection and Certificates Issued List (PF14_GG). A recertification inspection can be carried out at any time during the so-called "inspection window", which is 8 months, counting from 4 months before the expiry date of the previous certificate to 4 months after the certificate expiry date (only if the certification body extends the validity of the GlobalG.AP certificate in the database). Each recertification inspection should follow the same scheme as the certification inspection.

5. SUPERVISION

During the supervision, the auditor/ farm auditor is obliged to verify the way in which the client refers to the certification granted to him. The relevant comments are obliged to be noted in the report (PF10A_GG and/or PF10B_GG). Cases of non-conformity in this respect will be the subject of appropriate corrective actions required to be taken by the client or the cancellation of the certificate issued by the certification body.

5.1 Unannounced inspections (so-called 10%)

The Certification Body is obliged to perform unannounced inspections of at least 10% of producers under Option 1, counting from the total number of certificates issued in the previous calendar year . The Certification Body is also obliged to perform unannounced inspections of at least 10% of producers under Option 2 and Option 1 for multiple locations with implemented QMS, counting from the total number of certificates issued in the previous calendar year. Unannounced inspections include GRASP . Unannounced inspections for the GGFSA supplement are performed in a 3-year cycle, i.e. they must be performed before the next recertification audit. Producers for whom unannounced inspections are to be performed must be selected based on the Risk Analysis (PF11_GG). Producers with the highest risk are selected for unannounced inspections. When selecting producers for unannounced inspections, additional factors must be taken into account, e.g. inspection outside the harvest, market information and other.
Unannounced inspections are carried out in the form of an annual recertification inspection . The manufacturer or producer group must be notified of an unannounced inspection no earlier than 2 working days (48 hours) before its commencement. In the event that the date is not acceptable to the manufacturer (due to illness or other justified reasons), the manufacturer will have another opportunity to obtain information about the unannounced inspection. The manufacturer will receive a written warning if the first proposed date was not accepted. The manufacturer will receive another

notification 48 hours before the planned inspection. If the inspection cannot take place for unjustified reasons, the Certification Body will issue a suspension of all products.

5.2 Supervisory checks

Surveillance inspections are carried out during the validity of the certificate issued for Option 2 and Option 1 for multiple locations with QMS. Surveillance inspections include GRASP . Surveillance inspections for the GGFSA supplement are carried out in a 3-year cycle, i.e. they must be carried out before the next recertification audit. Surveillance inspections are unannounced inspections. Inspections are carried out at half of the first group members/production sites that have been registered in the certification process. After a positive result of all unannounced inspections during the next QMS audit (provided that the previous QMS audit did not reveal non-conformities), inspections may be carried out at half of the first group members/production sites.

The Planner, in consultation with the Program Manager, is responsible for appointing Auditors/ Auditor Farms to conduct surveillance inspections. A minimum of 30 days must elapse between an announced annual or unannounced annual inspection (certification or recertification) and the surveillance inspection. The producer must be notified of the surveillance inspection at least 2 working days (48 hours) before its commencement. In the event that the date is not acceptable to the producer (due to illness or other justified reasons), the producer will have another opportunity to obtain information about the supervised inspection. The producer will receive a written warning if the first proposed date is not accepted. The producer will receive another notification 48 hours before the planned inspection. If the inspection cannot take place for unjustified reasons, the Certification Body will issue a suspension of all products.

The procedure for supervisory inspections is the same as for announced inspections. The Verifier-Person making the certification decision is obliged to complete the Register of Inspections and Certificates Issued (PF14_GG) and conduct verification and make a decision on maintaining the certificate .

6. PROGRAM OF BENEFITS FROM PARTICIPATION IN UNANNOUNCED INSPECTIONS

Each manufacturer can apply to participate in the Benefits Program. The Certification Body informs the manufacturer about the possibility of participating in the Program. The application is made by providing the appropriate information in the Certification Application (PF01_GG).

A producer participating in the Benefits Program will be excluded from the 10% unannounced inspections that the Certification Body performs annually. However, the annual inspection will be unannounced.

Farm Auditor / Auditor will inform the producer about the planned visit 48 hours before it starts. In justified cases (e.g. illness) the producer may not accept the inspection. In such a situation he will be given another chance for the certification body to carry out an unannounced inspection. The producer will be informed about the planned inspection again 48 hours in advance and if he refuses without giving a specific reason all his products will be suspended.

Producers who join the Benefits Program cannot have their documentation checked. Participation in the Benefits Program must be registered in the GlobalG.AP IT System by the Verifier - the person making the certification decision

7. SANCTIONS

The sanctioning process is defined in the procedure for suspension, withdrawal of certificate and invalidation of contract (GP05-PL) available on the website http://www.bureauveritas.pl/home/clients/certyfikaty-zawieszone-i-wycofane

The Certification Body may impose sanctions on the client in the form of:

- Warning
- Suspension of Product(s)
- Cancellation (withdrawal) of a certificate

8. TRANSFER BETWEEN CERTIFICATION BODIES

In the event of receiving a certification application from a client who declares a change of the current certification body to Bureau Veriats Polska, the Verifier - the person making the certification decision is obliged to check the manufacturer's status in the GlobalG.AP IT System . If there are no sanctions imposed on the client and the certificate has expired, the registration process can be started. In the event that the certificate is still current, the Verifier - the person making the certification decision or the Planner can send information to the previous certification body with a request to shorten the certificate validity, if the client has submitted such a request. Most often, however , the control is carried out during the validity of the previous certificate, in advance enough to maintain its continuity of validity.

The client may change Bureau Veritas Polska to another certification body provided that no sanctions are imposed on it. If the client wants to change the body before the certificate expires, they can do so provided that they send a letter to Bureau Veritas Polska requesting to shorten the certificate validity. The verifier - the person making the certification decision shortens the certificate validity in the GlobalG.AP IT System and updates the Register of Controls and Issued Certificates form (PF14_GG)

9. ADDITIONAL REQUIREMENTS

In case of information (e.g. exceeding the maximum residue levels of plant protection products, microbiological contamination, etc.) carrying a potential risk in relation to the status of the certified product submitted directly to the GlobalG.AP Secretariat regarding the certificate holder, the Certification Body and the certified producer will be obliged to submit to the GlobalG.AP Secretariat evidence on behavior compliance With requirements standard GlobalG.AP .

If the Certification Body or the Producer fails to provide the required evidence within the specified deadline, the GlobalG.AP Secretariat will issue a sanction according to the procedures described in the GlobalG.AP standard .

The manufacturer must have full traceability – including mass balance, chain of custody and other documents verifying the validity of the claim. In the case of evidence containing test results, selected laboratories (ISO 17025) and independent sampling are required .

10. APPEALS AND COMPLAINTS

Each Client has the right to file an appeal or complaint regarding the certification procedure and decision of Bureau Veritas Polska Sp. z o. o. Any other interested party has the right to file a complaint regarding the proceedings of Bureau Veritas Polska Sp. z oo, an organization certified by Bureau Veritas Polska Sp. z oo or products or processes certified by Bureau Veritas Polska Sp. z oo. Bureau Veritas accepts complaints or appeals in any form. In the course of explaining the case, it is required to submit all available evidence in writing. Reports are accepted by the Director of BUREAU VERITAS Polska Sp. z oo and to the Office of BUREAU VERITAS Polska Sp. z oo. Detailed information is included in the procedure Complaints and appeals concerning certification (GP06-PL)

11. ORGANIZATIONS THAT MAY PARTICIPATE IN THE CONTROL PROCESS

, the following persons may participate in the inspection as observers:

- PCA Polish Centre for Accreditation, as the body supervising the work of the certification body in accordance with the ISO/IEC standard 17065

In addition to the certification body, inspections may be carried out by:

- FoodPLUS GmbH, Germany .

For the needs and within the deadlines indicated by the above-mentioned institutions and/or imposed by legal requirements, the Certification Body prepares appropriate information – these may be lists, reports, statements, information letters, responses to inquiries, etc.

The Program Manager is responsible for communication with the above organizations. The Client agrees to the participation of observers/inspectors during the training provided by Bureau Veritas Polska Sp. z o. o.

12. CONFIDENTIALITY OF DATA STORAGE

Bureau Veritas Polska Sp. z o. o. ensures the confidentiality of information obtained during the certification process or from other sources (e.g. supervisory institutions, other certification bodies)

and the protection of their property rights. Only information that is regulated and required by law is disclosed. Documentation and records related to the certification process are protected from third parties. All data collected about customer In in the process certification, I will stored By period 5 years, From Dates endings benefits services.