



# CCOF GLOBALG.A.P. CERTIFICATION PROGRAM APPLICATION

To apply for CCOF's GLOBALG.A.P. Certification Program, send this completed form to:  
CCOF • 2155 Delaware Ave., Suite 150 • Santa Cruz, CA 95060 or email to [inbox@ccof.org](mailto:inbox@ccof.org).

Please keep a copy of this completed form for your records.

- ▶ CCOF GLOBALG.A.P. Certification is available for all certified organic producers. If you are a mixed operation, CCOF can also certify your non-organic ground under GLOBALG.A.P.
- ▶ If you are already certified organic with CCOF, CCOF will use the company information on file for your organic certification. Please attach any additional contact information for your GLOBALG.A.P. program if necessary.
- ▶ If you are certified organic by another certifier, please provide a current organic certificate along with your application.
- ▶ All data points below are required to register your operation in the GLOBALG.A.P. database. Please provide all information requested. If you do not know how to answer a question, please contact CCOF.
- ▶ Please review the CCOF GLOBALG.A.P. Certification Program Manual available at [www.ccof.org/food-safety-certification](http://www.ccof.org/food-safety-certification) and the GLOBALG.A.P. General Regulations and standards available at [www.globalgap.org/north-america](http://www.globalgap.org/north-america). You are responsible for understanding the requirements of the program.
- ▶ Include a signed Sublicense and Certification Agreement
- ▶ **Include CCOF GLOBALG.A.P. Annual Certification fee based on acreage along with this application (contact CCOF to have your annual fee assigned).** For complete information on CCOF GLOBALG.A.P. fees, see the CCOF GGAP Program Manual.
  - Credit Card payment information on page 3     Other form of payment enclosed
  - I have a discount code: \_\_\_\_\_

## A. Legal Business Entity Information

Business Name: \_\_\_\_\_

Legal Registration Number e.g. Tax ID (required): \_\_\_\_\_

- ▶ Each legal entity is required to have its own GLOBALG.A.P. certification. If you have more than one legal business entity included in the operation that is certified organic with CCOF, please see the OPTION 2 certification options below.

### 1) Certification Options (check one):

#### OPTION 1

- Individual.** A single producer or single organization with a single Production Site or parcel.
- Multisite.** A single producer or single organization who owns several production sites or parcels. All locations and management units must be under a single legal entity.
- Multisite w/ QMS.** A single producer or single organization with multiple production locations or management units, who wishes to implement a central Quality Management System (QMS) to act as an internal control system and reduce production site or parcel inspections by CCOF. See GLOBALG.A.P. General Regulations I and II.

#### OPTION 2

- Multisite w/ QMS.** A group of individually owned farms or production site operating as a group, who implement a Quality Management System (QMS) to act as an internal control system and reduce production sites or parcel inspections by CCOF. See GLOBALG.A.P. General Regulations I and II

## B. GLOBALG.A.P. Certification Program

- 1) Please select which of the following certification programs you wish to be enrolled in.
  - ▶ Please see the CCOF GLOBALG.A.P. Certification Program Manual for more information about the programs and requirements. **IMPORTANT: Check with your buyer to see which level of certification they will accept.**
  - ▶ If you are seeking to enroll different products in different certification programs, please contact CCOF directly.

### GFSI benchmarked certification programs:

- Integrated Farm Assurance (IFA)
- Harmonized Produce Safety Standard (HPSS)

2) Estimated date by which you need certification? \_\_\_\_\_



# CCOF GLOBALG.A.P. CERTIFICATION PROGRAM APPLICATION

## C. Current Certification or GLOBALG.A.P. Registration

► An operation may not have the same products or same fields certified by more than one GLOBALG.A.P. certifier at one time. If you are already GLOBALG.A.P. certified by another certifier, and wish to switch to CCOF, please be sure to inform CCOF as soon as possible so that we can ensure that the certification transfer process is conducted correctly.

- 1) Is your operation currently food safety certified?  No  Yes
  - a) If yes, provide name of certifier and certification standard: Certifier: \_\_\_\_\_  
 PrimusGFS  NSF Ag  GLOBALG.A.P.  Other
- 2) Does your operation currently have a GLOBALG.A.P. Number (GGN)?  No  Yes, provide: \_\_\_\_\_
- 3) If your operation is currently GLOBALG.A.P. certified, do you have any open sanctions by your current certifier?  
 N/A, not GLOBALG.A.P.  No sanctions  Yes. Describe below.

## D. Contact Information

- 1) Is the contact person for your GLOBALG.A.P. program the same as for your organic program?  
 Yes  No. *Please provide address details below.*  
*If no additional contact provided, CCOF will direct GLOBALG.A.P. certification correspondence to your primary organic contact.*  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Preferred written communication method:  Email  Postal Mail
- 2) GLOBALG.A.P. Database Listing. Please check your preference. *This allows buyers to verify your certification standing online.*  
 I want my company name and contact information to be listed on the GLOBALG.A.P. online public database.  
 I only want users with a registered GLOBALG.A.P. account to be able to search for my company name and contact information

## E. Other Information

- 1) Would you like to opt out of being randomly selected for unannounced inspections each year by having your regular annual inspection be unannounced?  
 No  Yes. See CCOF GLOBALG.A.P. Program Manual, page 17, Unannounced Reward Program
- 2) Do you use any subcontracted entities for produce handling for products enrolled in the GLOBALG.A.P. program?  
 No  Yes: Describe services & provide GGN of subcontractor(s): \_\_\_\_\_
- 3) If produce handling is included in your GLOBALG.A.P. application, do you pack product for other GLOBALG.A.P. certified producers?  
 No  Yes (describe): \_\_\_\_\_

## F. Production Sites and Production Handling Units (PHUs)

- A production site is a site (farm, field, orchard, etc) where the products are differentiated from that of other sites.
- All parcels that are currently included in your organic certification can be found on your CCOF Client Profile available at [www.myccof.org](http://www.myccof.org).
- A PHU is a facility or location where products are stored and handled, and where products are differentiated from that of other facilities. Only post-harvest handling facilities that are part of the same legal entity as the farm may be included.
- 1) Attach a list of **all production sites and facilities** included in your GLOBALG.A.P. application.  
*Include parcel/facility name, address, crop(s) and acreage, and activities performed at each facility (i.e cooling, packing etc).*  
 List Attached
  - 2) Is your operation seeking GLOBALG.A.P. certification for parcels (production sites) **not included** in your organic certification?  
 Yes  No
  - 3) Is your operation seeking GLOBALG.A.P. certification for **each** organic parcel currently included in your organic certification?  
 Yes  No



# CCOF GLOBALG.A.P. CERTIFICATION PROGRAM APPLICATION

- 4) Is your operation seeking GLOBALG.A.P. certification for each post harvest handling facility that is currently used for your organic produce?  
 Yes  No
- 5) Is the contact person the same for all parcels and facilities?  
 Yes  No. If no, attach contact information of persons for each location or facility that differ from the main contact.

## G. Production Information

► Please review the \*definitions\* below and complete the table for all products included with your application. Attach an additional table if necessary or more convenient.

Product Name (include scientific name if possible)	Total Acres	First Harvest Date	Likely country of destination	Yes/No				
				Responsible for Harvest*	Responsible Field Packing**	Responsible for Handling***	Parallel Production****	Parallel Ownership*****
<i>Ex: Broccoli (Brassica oleracea)</i>	5	4/5/14	USA & Canada	Yes	Yes	No	No	No

\***Responsible for Harvest.** If you own the produce through harvest, then harvest must be included in the certification. If produce is sold in the field, prior to harvest, and the buyer is responsible for the harvesting of the product, you are not required to have the harvest reviewed as part of their GLOBALG.A.P. certification. There must be a contract between the grower and the buyer.

\*\***Responsible for Field Packing:** Producers responsible for packing at the point of harvest (in-field packing) will be considered as producer handlers and applicable GLOBALG.A.P. control points will apply.

\*\*\***Responsible for Handling:** If you perform produce packing outside of the field as part of the legal entity seeking GLOBALG.A.P. certification, then the post harvest handling activity and facility must be included in the certification.

\*\*\*\***Parallel Production:** A situation where you produce the same product partly under your GLOBALG.A.P. certification, and partly in a non-GLOBALG.A.P. certified process, and you own both products. This is only allowed if the certified and non-certified products come from different production sites.

\*\*\*\*\***Parallel Ownership:** A case in which a grower who produces a product in a GLOBALG.A.P. certified process buys the same product from a non-certified source. i.e. growing GLOBALG.A.P. certified broccoli and buying in non-GLOBALG.A.P. broccoli.

## H. Credit Card Payment Information

Credit Card Payment Information: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex		Amount: \$
Name on Card:		Phone Number:
Card Holder's Address:		
Credit Card Number:		Expiration Date (mm/yy): /
Security Number (The three digit code on the back of your card. For Amex, this is the four digits on the front):		Signature



# CCOF GLOBALG.A.P. CERTIFICATION PROGRAM APPLICATION

Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

## I. Certification Contract and Agreement

► The following must be signed by a legally authorized representative of the legal entity seeking GLOBALG.A.P. certification with CCOF.

**By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the CCOF CS Certification Manuals and agrees to:**

- 1) Be legally bound by and comply with the requirements set forth in the CCOF GLOBALG.A.P. Certification Program and Certification Services Program manuals.
- 2) Comply with and strictly adhere to all CCOF standards, procedures and policies described in the CCOF Manuals including but not limited to the following:
  - a) Permitting on-site inspections with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices; including examining documents, records, personnel and client's subcontractors and any investigation of complaints. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.
  - b) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation. When sending copies of certification records to others, the documents shall be reproduced in their entirety or as specified by CCOF CS.
  - c) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.
  - d) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
  - e) Submitting to CCOF any applicable fees as described on the most current fee schedule or as included in the quote for services.
  - f) Immediately notifying CCOF of any change in our certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
  - g) Using the GLOBALG.A.P. trademark and seal(s) only in accordance with CCOF GLOBALG.A.P. Certification Program Manual and ceasing all use of GLOBALG.A.P.'s trademark and seal upon notice by CCOF. Any use of GLOBALG.A.P.'s trademark or seal without the express consent of CCOF, is strictly prohibited and constitutes an infringement of GLOBALG.A.P.'s rights.
  - h) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
  - i) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
  - j) Immediately ceasing all claims of GLOBALG.A.P. certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is expired, suspended or cancelled.
  - k) Agreeing to be legally bound by the policies in the CCOF Certification Program Manual section 6 including but not limited to Governing Law, Consent to Jurisdiction, Indemnification and Limit of Liability.

**I, the owner or legally authorized corporate representative, acknowledge and agree to the above General Requirements for CCOF GLOBALG.A.P. certification. I understand that any willful misrepresentation may be cause for sanctioning of certification and attest that all information in this application is true and accurate to the best of my knowledge:**

Name/Title	Signature	Date
------------	-----------	------

**I, the CCOF representative, acknowledge receipt of the above-named operation for CCOF GLOBALG.A.P. certification.**

Name/Title	Signature	Date of Execution
------------	-----------	-------------------