



GLOBALG.A.P. **SIZA Environmental Add-on**

General Rules Specifications

ENGLISH VERSION 1.1

VALID FROM: APRIL 2019

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1 GENERAL BACKGROUND INFORMATION

Name and version of the add-on:	SIZA Environmental Add-on version 1.1
Scope:	Fruit and Vegetables
Scheme ID:	272: SIZA Enviromental Add-on V1.1 - annual assessment 273: SIZA Enviromental Add-on V1.1 - 2 year assessment 274: SIZA Enviromental Add-on V1.1 - 3 year assessment
Application in country(ies):	South Africa
Add-on Observers:	SIZA Observers
The applicable add-on control points and compliance criteria (CPCC) name and version:	SIZA Environmental Standard version 1.1 April 2019

2 GENERAL RULES SPECIFICATIONS

This document contains the general rules specifications exclusively applicable for the SIZA Environmental 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.

Section Numbering based on GLOBALG.A.P. general add-on rules)	General Add-on Rule	Requirements for the SIZA Environmental 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		This option is <i>not</i> possible
4. REGISTRATION PROCESS		
4.1 Certification Bodies		
a)	Applicant Registration	SIZA will register the producer for the SIZA Environmental Add-on in the GLOBALG.A.P. database.
c)	Information on approved CBs is available for every add-on and published on the GLOBALG.A.P. website.	Only GLOBALG.A.P. approved certification bodies (CBs) may conduct SIZA Environmental Add-on assessments. List of GLOBALG.A.P. approved CBs are available on the GLOBALG.A.P. website . Customize the search by selecting the region, country, and scope.
4.2 Registration		
d)	The duration of the service contract is set between the CB and the producer.	The contract between the producer and CB is independent of SIZA and the GLOBALG.A.P. Secretariat.
5. ASSESSMENT PROCESS		
5.1 Self-Assessment		
a)	Self-assessments are required in case the specific add-on includes this requirement in the control points and compliance criteria.	The SIZA Environmental Self-Assessment Questionnaire (SAQ's) must be completed by the SIZA member on the My SIZA platform. SAQ's must be updated annually within 90 days from the annual renewal of the profile. Once registration is completed and the SAQ is approved, the supplier can request to be audited via the platform.
5.2 Second or Third Party Assessments		
a)	A second (an appointed organization) or 3rd party (an independent certification body) shall conduct the add-on assessments.	The SIZA Environmental Add-on can only be assessed by GLOBALG.A.P. approved CBs.

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b)	The assessments shall only be done by the following parties as approved:	
i)	CB inspectors or auditors that are already approved to conduct inspections for accredited standards such as GLOBALG.A.P. IFA, or schemes successfully benchmarked to the specific sub-cope.	This is possible
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 SIZA Environmental Add-on shall only be assessed together with the Integrated Farm Assurance (IFA) inspection/audit, never on its own. The SIZA Environmental Add-on assessment frequency will be based on a risk profile (as provided by SIZA): it could be annually (high risk) or every 2 or 3 years, depending on the outcome of the risk profile. See “SIZA Environmental Audit Process and Methodology Annex 2” for more details. The annual add-on fee always applies. See section 7 ‘Fees’ of this document for details.
b)	The duration and timing of assessments will be part of agreement with the CB.	The duration of the SIZA Environmental Add-on assessment will depend on the size of the farm and the complexity of production activities, therefore the additional add-on time will be in the range between 1–3 hours in addition to the IFA inspection/audit. The assessment of this Add-on shall be conducted as close as possible to harvest.
c)	The timing will be clarified:	“SIZA Environmental Audit Process and Methodology” states as close as possible to harvest.
5.2.2 Option 1 – Individual Producer with a QMS and Option 2 – Group		
a)	The QMS and the production sites must be assessed.	For multisites <i>with</i> a quality management system (QMS), the QMS shall be managed centrally and be assessed at same time as the IFA audit. No Option 2 producer groups are covered under the SIZA Environmental Add-on.

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b)	The CB does not assess all production sites, but 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 must assess whether the applicant's internal controls are appropriate.	In terms of this Add-on: Option 1 multisites <i>with QMS – all registered production sites shall be assessed</i> . For multisites, <i>all</i> production sites shall be assessed in order to comply with the “SIZA Environmental Audit Process and Methodology”. Sites will only have to undergo one assessment per assessment cycle (which depends on the assessment frequency matrix), i.e., SIZA Environmental Add-on assessment will not form part of a 2 nd annual IFA inspection/audit for multisites. No Option 2 producer groups are covered under the SIZA Environmental Add-on.
c)	The duration of the add-on assessments will be clarified:	The duration of the SIZA Environmental Add-on assessment will depend on the size of the farm and the complexity of production activities, therefore the additional assessment time will be in the range of 1–3 hours in addition to the IFA inspection/audit. No Option 2 producer groups are covered under the SIZA Environmental Add-on.
d)	The sampling method, frequency, timing will be clarified:	No sampling possible.
5.3 Unannounced Assessments		
a)	It is possible that a specific add-on program requires that producers receive unannounced assessments.	This is in addition to the GLOBALG.A.P. general regulations relating to unannounced inspections and will be <i>managed by SIZA</i> : The SIZA Environmental Add-on assessment will be conducted as part of the unannounced process under the “SIZA Environmental Audit Process and Methodology”: <i>SIZA states that assessments are unannounced when they take place without any warning, or semi-announced where the producer knows they will happen, but is not sure when (but these shall be requested by the buyer, retailer, supplier, exporter, etc.).</i>
b)	If it is a requirement, 10% of the add-on producers or groups of a CB shall be assessed annually, unless stated otherwise.	This is not applicable according to the “SIZA Environmental Audit Process and Methodology”, but still possible under GLOBALG.A.P. general regulations.
c)	The assessment, if applicable, shall be announced no longer than 48 hours in advance.	This is in addition to the GLOBALG.A.P. general regulations regarding unannounced inspections and will be <i>managed by SIZA</i> : <i>May be unannounced/semi-announced (date not known, only the period, which can range from within 2 weeks to 2 months)</i>

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6. APPROVAL PROCESS		
6.1 Requirements to achieve and maintain add-on conformance		
a)	The CPCC of the add-on program may consist of different levels; e.g. knock-out points, Major Musts, Minor Musts, or Recommendations or may have a scoring system.	The SIZA Environmental Add-on scoring system is based on the following levels: Critical, Major, and Minor. Therefore, the level according to the SIZA requirement may differ from the IFA level and will be assigned once the results are split into 2 separate reports on the two different platforms.
b)	For each add-on program, the conformance rules 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.	<p>Results of the SIZA Environmental Add-on shall be displayed as Criticals, Majors, and Minors. Improvement plan and corrective action plan shall be submitted by the producer. Assessors can also note recommendations (although it is not an official criterium). Non-compliances and observations shall be classified according to:</p> <ul style="list-style-type: none"> • The frequency of the problem and whether the issue is an isolated occurrence • The potential severity of the problem • The probability of recurrence • The management system in place. • The response of the management <p>A minor non-compliance is:</p> <ul style="list-style-type: none"> • An occasional or isolated problem • An issue which presents a low risk to workers/those on-site and the environment • A policy issue or misunderstanding where there is no evidence of a material breach <p>A major non-compliance is:</p> <ul style="list-style-type: none"> • A breach which represents a danger to workers/those on-site and the environment • A material breach of a code requirement/legislation • A systemic violation of a code requirement/legislation <p>A critical non-compliance is:</p> <ul style="list-style-type: none"> • An issue which presents imminent risk to the environment or constitutes a significant breach of environmental legislation, and/or; • A major non-compliance that has not been addressed or for which no significant improvement has been made by the time of a follow-up assessment, despite supplier commitment to resolve the issue <p>Critical non-compliances include:</p> <ul style="list-style-type: none"> • Inconsistencies between different types of documents and environmental practices (see 4.4.2) • Causing pollution to natural resources, which have an effect on human health • Cultivating pristine natural areas/virgin soil without the necessary authorization • Evidence of the deliberate provision of false information to assessors so as to disguise the degradation of environmental conditions. Critical non-compliances should trigger an alert notification (see 4.5).

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		A recommendation is: <ul style="list-style-type: none"> • The identification of an opportunity for improvement. • A possible issue which may develop into a non-compliance without further action • An issue concerning which the auditor has some evidence indicating its possible presence, but which is not confirmed by more than one data point
d)	In all cases, after an inspection, the calculation to show compliance (or non-compliance) must be available.	1) To be discussed and agreed at closing meeting on-site as part of the summary of findings and corrective actions as presented by the assessor 2) Producer shall receive a copy at the end of the assessment
6.2 Sanctions		
c)	Outstanding non-conformances identified during the first assessment shall be closed within the timeframe agreed with the program owner.	1) Time frame to be agreed at the end of the assessment between producer and CB 2) Follow-up assessments (full or partial) needed to see closing out of Major and Critical non-compliances (before deadline of around 6 months from initial assessment) 3) Producer uploads corrective actions on the SIZA platform 4) Extension for corrective actions is allowed, if approved by SIZA 5) In the event of failure to take corrective actions, assessment frequency will become more strict, e.g., from 3 years to 2 years, or from 2 years to annually
6.5 Letter of Conformance and Inspection Cycle		Completion letter is <i>issued to the producer by SIZA</i> according to the level of compliance e.g., Bronze, Silver, Gold, or Platinum. Validity of these is either 1, 2, or 3 years, as determined by SIZA. A link will be provided through the GLOBALG.A.P. database to the SIZA platform for validation.
6.6 Certification Integrity Program (CIPRO)		
a)	The possibility of adding CIPRO to the add-on program shall be clarified.	Not applicable in the case of the SIZA Environmental Add-on, but still applies to the IFA standard.
7. CERTIFICATION BODY AND FARM ASSURE REGISTRATION RULES FOR THE ADD-ON PROGRAM		
General Regulations Part I Annex I.1 Rules for use of the GLOBALG.A.P. Add-on Trademark and Logo.		Not applicable – SIZA has its own rules on logo use and these shall be obtained from SIZA directly.
Data Access Rights	In case of different types of master data as defined in the General Regulations Part I: Annex I.1.	Static information such as risk category, last assessment date, and element quantity: number of outstanding non-compliances should be visible to the public.

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Assessor/Farm Assurer Qualifications	In case of other requirements as indicated in IFA General Regulations Part III.	Can only be carried out by a competent environmental assessor. See “Annex 4” of “SIZA Environmental Audit Process and Methodology” document for qualification requirements.
Add-on Fees	Any additional fees that may apply for the different add-ons.	Each producer that requires the SIZA Environmental Add-on shall pay €25 . However, producers who fall into the medium or low-risk SIZA categories, and only have to be assessed against the SIZA Environmental Add-on every second or third year, only have to pay an annual fee of €15 . All fees related to this add-on will be invoiced directly to SIZA.
Any additional rule/requirement not mentioned in this document:		Approval of assessment to be done within 10 business days. Checklist shall be completed online <i>on the SIZA platform</i> within 10 business days of actual assessment date. The full report shall be available in the SIZA Platform. Shall be able to include pictures as well. Information can also be provided as part of a supplementary information section in the inspection report – very confidential info.

ANNEX 1 – DATA ACCESS RULES

1 INTRODUCTION

These are the data access rules as set for the SIZA Environmental Add-on.

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

	Data access groups			
	GLOBALG.A.P. Secretariat	SIZA Observer	SIZA as Company	Public
Standard 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	SIZA Observer	SIZA as Company
Company (producer/operation)			
Company name	x	x ⁶⁾	x
Company address ¹⁾	x		x
Company city	x	x ⁶⁾	x
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	x	x	x
Legal registration per country	x		x
Location ³⁾	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): Phone number, fax number, email 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	SIZA Observer	SIZA as Company
Product	x	x	x
Product status	x	x	x
Standard version	x	x	x
Certification body	x	x	x
GLOBALG.A.P. certificate number	x		x
Countries of destination	x	x	x
Quantity data ¹⁾	x	x	x
Last audit date	x	x	x
Risk category	x	x	x
Certification data ²⁾	x	x	x

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

Notes

- 1) Outstanding non-compliances in count
- 2) Data includes the status and validity date (valid to)