 GREENCERT <small>Inspection . Certification . Training</small>	GREENCERT LIMITED			
	Title: SUSPENSION, WITHDRAWAL AND REDUCTION OF SCOPE PROCEDURE Doc No: GCL-PRC-05			
	Issue No: 2.0	Date of Issue: 03/2022 Prepared by: QM	Authorized Date: 03/2022 Authorized by: GM	Date of Rev: 03/2022 Reviewed by: GM

TERMINATION, REDUCTION, SUSPENSION OR WITHDRAWAL PROCEDURE

1.0 Introduction

- 1.1 GreenCert reserves the right to terminate, suspend, withdraw, and or reduce the scope of certification in the event that “The Client” does not meet the certification requirements.

2.0 Purpose

- 2.1 This procedure provides guidelines to be follow in the event of non-compliance or non-conformity with the Certification requirements, and defines the procedure for Continuation of certification under conditions, suspending or cancelation of the certificates and reducing of the scope of certification.

3.0 Scope

- 3.1 This procedure applies to all Certification Processes & Activities offered by GreenCert Limited.


4.0 Terms and Definitions

- 4.1 Terms and Definition shall apply as per the Glossary of Terms explained in the **Quality Management System Manual GCL-MN-01**, Annex I to which this procedure forms part of.

5.0 Procedure

5.1 GreenCert Sanctions

- 5.1.1 GreenCert shall apply a Sanction i.e., terminate, suspend, withdraw or reduce the scope of certification if the non-conformity or non-compliance is detected under the following conditions:
- a) Breach in the “rules for use of Certification Mark & Logo”
 - b) Breach in the Terms & Conditions of Certification Agreement between GreenCert and the client
 - c) The client does not allow surveillance or unannounced audits to be conducted at the required frequency.
 - d) The client’s production process persistently or seriously failed to meet certification requirements.

 GREENCERT <small>Inspection . Certification . Training</small>	GREENCERT LIMITED			
	Title: SUSPENSION, WITHDRAWAL AND REDUCTION OF SCOPE PROCEDURE Doc No: GCL-PRC-05			
	Issue No: 2.0	Date of Issue: 03/2022 Prepared by: QM	Authorized Date: 03/2022 Authorized by: GM	Date of Rev: 03/2022 Reviewed by: GM

- e) If corrective actions from previous audit findings or corrective actions identified during surveillance or unannounced audits are not closed out or have been falsely closed out.
- f) The client has voluntarily requested a suspension or reduction in scope i.e., self-declared suspension
- g) If a clear link has been established between a producer and public health outbreak by a reputable governmental regulatory authority, suspension of the certification shall be imposed, while a review of the producer's certification is performed.

5.1.2 In case of a sanction i.e., terminate, suspend, withdraw or reduce the scope of certification, the client shall not be able to change to another Certification Body until the non-conformance that led to the respective sanction is satisfactorily closed.

NOTE: Only the Certification Body or the producer group that has issued the sanction is entitled to lift it, provided there is sufficient and timely evidence of corrective action (either through a follow-up visit or other written or visual evidence).

5.2 Warning

5.2.1 A warning shall be issued for all types of non-conformance detected (i.e. non-conformance with GLOBALG.A.P. Control Points, General Regulations, or Contractual requirements).


5.2.2 If a non-conformance is detected during the inspection, the client/producer shall be served with a warning when the inspection is finalized.

a) Initial inspection:

- If an individual producer or producer group does not comply with 100 % of Major Must and 95 % Minor Must control points within 28 days after an initial inspection, the status “open non-conformance” shall be substantiated.
- If the cause of the warning is not resolved within three (3) months, a complete inspection shall be performed before a certificate can be issued.

b) Subsequent inspection:

- Non-conformances shall be closed within 28 calendar days.
- In the event of non-conformances with contracts, the General Requirements, or a Major Must, the Scheme Manager shall decide what period is given to the producer for closing the non-conformance before suspending the certificate. This period shall never exceed 28 days and may be shortened according to the criticality of the non-conformance in terms of safety of workers, environment and consumers. An immediate suspension shall be issued where a serious threat to food safety, the safety of workers, the environment, consumers, and/or product integrity (i.e. sale

	GREENCERT LIMITED			
	Title: SUSPENSION, WITHDRAWAL AND REDUCTION OF SCOPE PROCEDURE Doc No: GCL-PRC-05			
	Issue No: 2.0	Date of Issue: 03/2022 Prepared by: QM	Authorized Date: 03/2022 Authorized by: GM	Date of Rev: 03/2022 Reviewed by: GM


of non-certified products as certified) is present. This will be communicated via an official warning letter.

5.3 Reduction of Scope of Certification

- 5.3.1 GreenCert shall reduce the scope of certification to exclude parts not meeting the certification requirements when a client has persistently or seriously failed to meet the certification requirements for those parts of the scope. A client may also request a reduction in the scope of certification.
- 5.3.2 Any reduction in scope shall be in line with the requirements of **GLOBALG.A.P. General Regulation v5.2 Part I & III.**

5.4 Product Suspension

- 5.4.1 If the cause of the warning is not resolved within the defined period (maximum of 28 days), GreenCert shall impose a suspension.
- NOTE: Producer group can impose suspension on its members according to GLOBALG.A.P. General Regulations.*
- 5.4.2 Only GreenCert shall be responsible for uplifting product suspensions imposed on it clients i.e., producers and producer groups. A suspension can be applied to one, several, or all of the products covered by the certificate.
- 5.4.3 A product cannot be partially suspended for an individual producer (single or multisite), i.e. the entire product shall be suspended
- 5.4.4 When the suspension is applied, GreenCert shall set the period allowed for correction (not longer than 12 months).
- 5.4.5 During the period of suspension, the producer is prohibited from using the GLOBALG.A.P. logo/trademark, license/certificate, or any other type of document that is in any way linked to GLOBALG.A.P. in relation to the suspended product.
- 5.4.6 If a producer notifies GreenCert that the non-conformance is resolved before the defined period, the respective sanction can be lifted after evaluation of evidence provided by the producer. This evaluation may take place on-site or off-site. If done through an on-site inspection, announced or unannounced, it may be a full inspection or evaluating only the submitted evidence. This shall be determined by the Scheme Manager in consultation with the respective Auditors/Inspectors.

 GREENCERT <small>Inspection . Certification . Training</small>	GREENCERT LIMITED			
	Title: SUSPENSION, WITHDRAWAL AND REDUCTION OF SCOPE PROCEDURE Doc No: GCL-PRC-05			
	Issue No: 2.0	Date of Issue: 03/2022 Prepared by: QM	Authorized Date: 03/2022 Authorized by: GM	Date of Rev: 03/2022 Reviewed by: GM

5.4.7 If the cause of the suspension is not resolved within the defined period, a cancellation/termination shall be imposed. The suspension remains as long as GreenCert does not lift it or impose a cancellation.

5.5 Self-declared Product Suspension

5.5.1 GreenCert clients may voluntarily ask GreenCert for a suspension of one, several or all of the products covered by the certificate (unless GreenCert has already imposed a sanction). This can occur if the producer experiences difficulty with compliance to the standard and needs time to close any non- conformance.

5.5.2 Such suspensions shall not delay the renewal date, nor shall it allow the producer to avoid paying registration and other applicable fees.

5.5.3 The deadline for closing non-conformance is set by the declaring producer/producer group, which shall be agreed upon with GreenCert’s Scheme Manager.

5.5.4 GreenCert shall execute in the GLOBALG.A.P. Database the product status “**self-declared suspension**” for the respective products.

5.6 Termination/Cancellation

5.6.1 Termination/cancellation of the contract shall be issued where:

- a) GreenCert finds evidence of fraud and/or lack of trust to comply with GLOBALG.A.P. requirements; And
- b) Client cannot show evidence of implementation of effective corrective action before the suspension period set by GreenCert has elapsed

5.6.2 Termination/cancellation of the contract shall result in the total prohibition (all products, all sites) of the use of the GLOBALG.A.P. logo/trademark, license/certificate, or any device or document that may be linked to GLOBALG.A.P.

5.6.3 Clients that have received a termination/cancellation shall not be accepted for GLOBALG.A.P. certification within 12 months of the date of cancellation.

6.0 Records

- a) Client Notification Template, GCL-FO-24