



**LEAF Marque certification of
“LEAF Producer Groups”**

Quality Management system requirements 2009

Valid from 1st January 2009

The LEAF Marque scheme aims to give consumers confidence in the care farmers take to produce food and other products. It confirms that the product has been produced in an environmentally-responsible way

LEAF Marque farmers care for the future of
our environment
our wildlife
our countryside

www.leafmarque.com

Quality Management system requirements 2009

LEAF Producer Groups will mirror GLOBALGAP producer groups and it is a pre-requisite that the LEAF Producer Group will be certified to GLOBALGAP.

GLOBALGAP definition of a producer group

What is a producer group?

“A producer group is a group of producers (with their respective production locations) seeking to be GLOBALGAP (EUREPGAP) certified. The structure of the producer group must enable the application of a Quality Management System across the whole group. The Quality Management System (QMS) in place must be sufficiently robust to ensure (and to demonstrate through audits) that the group’s registered producer members/production locations comply in a uniform manner with the GLOBALGAP (EUREPGAP) standard requirements. The producer group registered members must be legally responsible for their respective production locations. The producer group must comply with the requirements set out in this document to qualify for Option 2 certification. A producer group is not a multi-site operation where an individual or one organisation owns several production locations or “farms”, which in itself are NOT separate legal entities. This type of operation falls under Option 1 and every production location, farm or site must be inspected and covered under the scope of the certificate. Only if such an operation has a Quality Management System including internal annual inspections, and the QMS is included in the GLOBALGAP (EUREPGAP) certification, can it be certified as Option 1, while following the Option 2 rules for random external sampling of sites (minimum square root) based on the criteria as described in GR Part I, 5.2 Option 2 and Part II, Appendix II.3 Rules for Evaluating Option 2 Producer Groups, 6.1.2. NOTE: The entire crop of a registered product must be certified. e.g. A GLOBALGAP (EUREPGAP) producer that is part of a producer group certified for strawberries, must include all the production locations with strawberries for certification.”

1. LEAF Producer Group Certification

- 1.1. The LEAF Producer group must hold a certificate for GLOBALGAP Option 2 prior to being inspected to LEAF Marque.
- 1.2. Producers who hold their own GLOBALGAP certificates cannot be certified under a LEAF Producer Group certificate, they need their own LEAF Marque certificate.
- 1.3. There should only be one quality management system that delivers GLOBALGAP certification and LEAF Marque certification within the Producer Group
- 1.4. The LEAF Producer Group may be a subset of a larger GLOBALGAP option 2 group

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- 1.5. LEAF Producer Group applies for LEAF Producer Group certificate to certification body approved to carry out certifications to the LEAF Producer Group LEAF Marque standard. (see www.leafmarque.com for full list) and GLOBALGAP option 2.

2. Internal Management and Control System:

- 2.1. A Quality System including a written control and procedures manual implementing LEAF Marque must be in place that guarantees all internal inspections are undertaken in a competent way. It also must ensure that there is a traceability system which enables the LEAF Marque certified product, where it is sold as such, to be segregated from non-certified product, and enables it to be traced back to the farm or group of farms where it originated. If the Producer Group adds more than 10% of members or registered hectares, a top audit must be conducted to ensure the effectiveness of the QMS.

- 2.2. **Central Administration and Management:** All registered members and farms/sites must be operating under the same management and control and sanctions system, which is centrally administered, audited and subject to central management review. It is possible for the Producer group to have non LEAF Marque registered members within the group.

- 2.3. **Contract Duration:** The LEAF Producer Group must contract the farmers it registers for LEAF Marque certification for the period of at least one whole year.

- 2.4. **Internal inspection procedures:** All LEAF Producer Group farms registered under LEAF Marque must have internal inspection procedure(s) that establish an annual inspection of each registered farmer as a minimum.

3. Farmer Internal self-inspection:

- 3.1. A completed internal self-inspection based on the LEAF Marque standard must be available on each registered farms and declared produce handling sites for review by either the internal or the external inspector during the inspection process.
- 3.2. The internal self-inspection must be carried out at least once a year. This internal self inspection will be carried out on each registered member of the LEAF Producer Group.
- 3.3. Individual growers are not required to complete the self assessment LEAF audit.

4. LEAF Producer Group internal inspection:

- 4.1. A minimum of one internal inspection per annum of each registered farm and all declared produce handling sites within the LEAF Producer Group must be carried out by qualified staff within the LEAF Producer Group, external advisor,

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consultant or subcontracted to an external verification body different from the verification body responsible for the external verification on which certification decisions are taken.

- 4.2. This annual internal inspection must be conducted using the LEAF Marque standard.
- 4.3. This annual internal inspection must be completed BEFORE the external verification by an approved CB.

5. External verification by LEAF approved CB:

- 5.1. Audit of the Internal Quality Management and Control System occurs once before certification, subsequent Audits will be repeated annually. This System Check will demonstrate whether the Quality System in place is operating correctly, according to the criteria set out in this document and within the GLOBALGAP regulations.
- 5.2. External Inspection is annual and selection is made by taking a random sample that as a minimum is the square route of the total number in the LEAF Producer Group, and should take into account such items as crops grown, location from the Main site or Producer Group, size of unit, internal auditor(s) and external influences. If the farms are in different geographical locations (more than 5 Km apart) then each geographical location should have a proportionate number of inspections. If the LEAF Producer Group is a subset of the larger group the calculation is based on the number in the LEAF Producer Group. (For example GLOBALGAP group is 100, CB completes 10 farm inspections, if the LEAF producer Group is 36 of the 100 then the CB will complete 6 LEAF Marque inspections).
- 5.3. The external inspection reports will be prepared in accordance with the requirements of EN 45011/ ISO Guide 65.

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LEAF Producer Group Quality Management System	
1	Administration
1.1	Legality
1.1.1	Is there documentation, which clearly demonstrates that the applicant LEAF Producer Group is a legal entity?
1.2	Structure
1.2.1	Is the administrative structure of the LEAF Producer Group documented and does it clearly identify the relationship between the Farms/Farmers and the LEAF Producer Group?
1.3	Contractual Documentation
1.3.1	Is there written signed contracts between each Farmer/Farm and the LEAF Producer Group
1.3.2	Does the contract include the name or unique identification of the Farmer/Farm
1.3.3	Does the contract include contact address
1.3.4	Does the contract include individual farm location
1.3.5	Does the contract include a commitment to comply with the requirements of the LEAF Marque standard
1.3.6	Does the contract include an agreement to comply with the LEAF Producer Group documented procedures, policies and where provided, technical advice.
1.3.7	Does the contract include sanctions, which may be applied in case of LEAF Marque requirements not being met?
1.4	Farmer Register
1.4.1	Is there a register maintained of all LEAF Marque Farmers/Farms included within the LEAF Producer Group scheme?
1.4.2	Does the register contain name or unique number identification of the Farmer/Farm and Produce Handling Site (where applicable)
1.4.3	Does the register contain contact address
1.4.4	Does the register contain individual farm and Produce Handling site (where applicable) location
1.4.5	Does the register contain registered product (species/subspecies) grown and handled at the Produce handling sites or registered production sites.
1.4.6	Does the register contain growing/rearing area for each registered product
1.4.7	Does the register contain internal audit date
1.4.8	Does the register contain current LEAF Marque status
2	Management and Organisation
2.1	Structure
2.1.1	Does the LEAF Producer Group have a management structure and sufficient suitably trained resources to effectively ensure that the registered farms meet the requirements of LEAF Marque?
2.1.2	Is organizational structure of the LEAF Producer Group documented and does it include the following where applicable:
2.1.3	LEAF Marque Management Representative
2.1.4	Internal Audit Department / Person
2.1.5	Agricultural/Livestock Technical Department / Person
2.1.6	Quality Systems Management
2.1.7	Produce Handling sites Management (if applicable)
2.2	Responsibility and Duties
2.2.1	Are the duties and responsibilities of all personnel involved with the Quality system documented, and is there a nominated individual with sufficient seniority and resources with overall responsibility for maintenance of the LEAF and LEAF Marque within the system?

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3	Competency and Training of Staff
3.1	Does the LEAF Producer Group ensure that all personnel with responsibility for compliance with the LEAF Marque standard are adequately trained and meet the defined competency requirements?
3.2	Are the competency requirements, training and qualifications for key staff documented and does it meet any defined competency requirements laid out in the LEAF Marque standard?
3.3	Are records of qualifications and training maintained for all key staff to demonstrate competence?
3.4	Where more than one internal auditor is used, is there a program of training and evaluation of the internal auditors (e.g. by shadow audits) to ensure consistency of standards and approach?
3.5	Is there a system in place to demonstrate that key staff are informed and are aware of developments, issues and legislative changes relevant to the operation of the LEAF Marque standard?
4	Quality Manual
4.1	Are the operating and quality management systems related to the LEAF Marque standard documented and contained in a Quality Manual(s)?
4.2	Are the policies and procedures sufficiently detailed to demonstrate the LEAF Producer Group's control of the principal requirements of the LEAF Marque standard?
4.3	Are the relevant procedures and policies available to registered members and key staff?
4.4	Is the content of the Quality Manual reviewed annually to ensure that it continues to meet the requirements of the LEAF Marque standard and the LEAF Producer Group?
5	Document Control
5.1	Quality Management System Documents
5.1.1	Do all documentation relevant to the operation of the Quality Management System for LEAF Marque exist and are they adequately controlled including:
5.1.2	The Quality Manual
5.1.3	LEAF Marque Operating Procedures
5.1.4	Work instructions
5.1.5	Recording forms
5.1.6	External standards e.g. the LEAF Marque Standard.
5.2	Quality Management System Document Control Requirements
5.2.1	Is there a written procedure defining the control of documents?
5.2.2	Are all documentation reviewed and approved by authorized personnel before issue and distribution?
5.2.3	Are all controlled documents identified with an issue number, issue date, review date and appropriately paged?
5.2.4	Is any change in these documents reviewed and approved by authorized personnel prior to its distribution? Wherever possible, is the explanation of the reason and the nature of the changes identified?
5.2.5	Is a copy of all relevant documentation available at all places where the Quality Management System is being controlled?
5.2.6	Is there a system that ensures that documentation is reviewed and that following the issue of new documents, obsolete documents are effectively rescinded?
6	Records
6.1	Does the LEAF Producer Group maintain records to demonstrate effective control of the quality management system and compliance with the requirements of the LEAF Marque standard?
6.2	Are the records related to the Quality systems kept for a minimum of 5 years?

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6.3	Are all records genuine, legible, stored and maintained in suitable conditions and accessible for inspection as required?
6.6	Are records that are kept on-line and electronically available during inspections and are back-ups available at all times?
7	Complaint Handling
7.1	Does the LEAF Producer Group have a system for effectively managing customer complaints?
7.2	Is there a documented procedure, which describes how complaints are received, registered, identified, investigated, followed up and reviewed?
7.3	Is the procedure available to customers as required?
7.4	Does the procedure cover both complaints to the LEAF Producer Group and against individual Farmers and/or applicable farm sites and/or produce handling/ production sites?
8	Internal Audit/Inspection
8.1	Quality Systems Audit
8.1.1	Is an internal audit system in place both to assess the adequacy and compliance of the documented QMS and to inspect the procedures and farms against the LEAF Marque standard
8.1.2	Is the quality management system for all schemes audited at least annually?
8.1.3	Are the Internal Auditors suitably trained and are they independent of the area being audited?
8.1.4	Are records of the internal audit plan, audit findings and follow up of corrective actions resulting from an audit maintained and available?
8.2	Farmers/Farms Inspection
8.2.1	Are inspections carried out of each registered Farmer/Farm at least once per year against the LEAF Marque Control Points and Compliance Criteria, based on using the LEAF Marque standard? Have all Control Points been inspected in full? (CFP and Recommended)
8.2.2	Is there a process for the review of the inspection reports and Farmers/Farms status?
8.2.3	Are the original inspection reports and notes maintained and are they available for inspection as required?
8.2.4	Are new members of the Farmer Group always inspected prior by the Farmer Group as part of the conditions for adding new members to the LEAF Marque registered farmer list?
8.2.5	Do the inspection reports contain the following: identification of registered Farmer, Signature of auditor (registered member), Date, Inspector, Registered products, Evaluation result against each LEAF Marque Control point, Details of any Non-compliances identified, LEAF Marque status?
8.3	Internal Inspector Requirements
8.3.1	Does the internal Inspectors meet the following LEAF Marque Internal LEAF Producer Group Inspector requirements? Attended the LEAF Marque inspectors training course or course approved by LEAF or other evidence of competency. Training can be given by a person who has attended the LEAF Marque inspectors training course.
8.3.2	Is the inspector able to take ultimate independent decisions regarding the compliance of the member farms/farmers within the Farmer Group, based on the internal inspection process and conclusions?
8.4	2.8.4 Non-Compliances and Corrective Action Systems
8.4.1	Is there a procedure to handle non-compliances and corrective actions which may result from internal or external audits and/or inspections, customer complaints or failures of the Quality System?

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8.4.2	Are there documented procedures for the identification and evaluation of non-compliances to the Quality System or operations?
8.4.3	Are the corrective actions following a non-compliance evaluated and is there a timescale defined for action?
8.4.4	Is the responsibility for implementing and resolving corrective actions defined?
9	Product Traceability and Segregation
9.1	Is the product meeting the requirements of the LEAF Marque standard and marketed as such, traceable and handled in a manner which prevents mixing with non-LEAF Marque approved products?
9.2	Is there a documented procedure for the identification of registered products and to enable traceability from the field/orchard/greenhouse to the produce handling site of both conforming and non-conforming products of all modules and scopes? Has a mass balance exercise been carried out to demonstrate compliance?
9.3	Does the Produce Handling site (for Fruit and Vegetables) operate procedures which enable registered product to be identifiable and traceable from receipt, through handling, storage and despatch?
9.4	Are there effective systems and procedures in place to negate any risk of mislabelling or mixing of LEAF Marque certified and non- LEAF Marque certified products?
10	Sanctions
10.1	Does the Farmer Group operate a system of sanctions with their Farmers/ Farms, which meet the following requirements defined in the LEAF Marque certification scheme rules?
10.2	Do the contracts with individual Farmers/Farms define the procedure for sanctions including the levels of Warning, Suspension and Cancellation?
10.3	Does the Farmer Group have mechanisms in place to notify the LEAF Marque approved Certification Body immediately about Suspensions or Cancellations of registered Farmers/Farms?
10.4	Are records maintained of all sanctions including evidence of subsequent corrective actions and decision-making processes?
11	Withdrawal of Certified Product
11.1	Are there documented procedures in place to effectively manage the withdrawal of registered products when that is required?
11.2	Are there procedures that identify the types of event which may result in a withdrawal of product, the persons responsible for taking decisions on the possible withdrawal of product, the mechanism for notifying customers and the LEAF Marque approved Certification Body and methods of reconciling stock?
11.3	Is the procedure capable of being operated at any time?
11.4	Is the procedure tested in an appropriate manner at least annually to ensure that it is effective and are records of the test retained?
12	Use of the LEAF Marque logo
12.1	Is the use of the LEAF Marque logo, trademark and registration number on products demonstrated to be under the controls of the Farmer Group and is it in accordance with the LEAF Marque scheme requirements?

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12.2	Where the LEAF Marque logo, and certificate number is to be used, is there a written procedure defining the conditions of use in accordance with the LEAF Marque certification rules and the custody and warranty agreement and any LEAF Marque approved Certification Body regulations on certification that may apply?
12.3	Is the use of the LEAF Marque logo controlled and is the LEAF Marque register of the certified products, Farmers/Farms and trade names using the trademark maintained?
12.4	Does the use of the LEAF Marque logo follow the guidelines issued by LEAF?
13	Subcontractors
13.1	Are there procedures to ensure that any services subcontracted to third parties are carried out in accordance with the requirements of the LEAF Marque standard?
13.2	Are records maintained to demonstrate that the competency of any subcontractor used is assessed and meets the requirements of the standard?
13.3	Do subcontractors work in accordance with the LEAF Producer Group Quality System and relevant procedures and is this specified in service level agreements or contracts?