



**PARTICULAR REGULATION
FOR ISSUING AND MAINTAINING
LEAF MARQUE GLOBAL STANDARD
CERTIFICATION**

TABLE OF CONTENTS

Art. 1	Goal of the present Regulations
Art. 2	Terms of Reference
2.1	LEAF MARQUE standard requirements
2.2	Terms of reference for the certification process
Art. 3	Particular Regulations
3.1	Prices
3.2	compliance to the LEAF MARQUE standard
3.3	Non-conformities
3.4	Certification process
3.5	Audit report
3.6	Certificate issue and authorization for logo use
Art. 4	Certification agreement
Annex A	General flow chart

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Art. 1 Goal of the present Regulations

These Particular Regulations describe how CSICERT handles the certification process of companies according to the LEAF Marque global standard requirements issued by LEAF Marque.

These particular regulations define the conditions and further procedures for this specific scheme considering what has already been defined in the following documents:

- ◆ “General regulations for product certification (Reg. prod. 001/04)”;
- ◆ “Procedure for certification of product conformity (PR 60B)”;
- ◆ “Regulations for use of the product/service certification trademark”.

Therefore, these documents are also fully applicable to the scheme hereby described, but taking into account specific elements shown in these regulations.

Art. 2 Terms of Reference

2.1 LEAF Marque standard requirements

The requirements which the Applicant must fulfil to obtain the certification discussed as follows, are described in the LEAF Marque Standard (version 9) issued by LEAF Marque; this standard is a reference standard for farmers involved in different types of production..

The LEAF Marque standard applies to producers and producer groups operating in the primary production with their own trademark as well as private label. This standard is applicable to farmers and growers, but the LEAF logo can be used by processors and retailers too who are registered members and signed the “*Custody and Warranty Agreement*”.

2.2 Terms of reference for the certification process The following documents have been considered by CSICERT when the process described here will be applied:

- ◆ LEAF Marque global standard (current edition)
- ◆ Additional Guidance Notes for LEAF Marque Global Standard Certification
- ◆ “LEAF Producer Groups” Quality Management System requirements

All of the documents can be downloaded from the website www.leafuk.org

Art. 3 Particular Regulations

3.1 Prices

CSICERT prepares and provides a quotation, i.e. a specific offer, to each interested producer which includes full information regarding the technical aspects and the certification services costs. Those are defined according to the CSICERT price list.

3.2 compliance to LEAF Marque standard

When the Organization applies for certification, he undertakes to respect these particular regulations and the applicable related documents (cf. art. 2) for certification according to the LEAF Marque standard and to fulfil the respective requirements.

The specific elements of this standard are the following:

- a) **Integrated Farm Management**
- b) **continual improvement**

In addition to these elements, the adoption of a Quality Management System is encouraged in the case of Option 2 (Producer Group) and in case of option 1 with QMS as explained below.

3.3 Non conformities

The *LEAF Marque Standard* defines 2 levels of conformity related to its requirements:

- **Critical Failure Points (CFPs):** for which 100% conformity is required;
- **Recommendations:** for which the minimum conformity level is not defined;

The results of the inspection should be considered as preliminary regarding the final result of the certification process; the final decision to grant certification is made by the CSICERT Certification Committee taking into account the results shown in the Audit report as well as the proposals and/or concrete corrective actions taken by the Applicant, possibly supported by objective evidences (documents, photographs, etc.) if requested.

3.4 Certification process

Once the Producer accepts the offer, the organization sends the application for certification and agrees upon the dates with CSICERT to carry out the certification activities described below.

Before the certification inspection a self-assessment must be done by the applicant; the registered producers must register the results of this self assessment on the web portal www.leafaudit.org. CSICERT will access to the results before the certification inspection and will compare the results and the improvements done.

The inspection will be carried out according to what is defined in the LEAF Marque Standard once the producer has been registered and signed the Custody and Warranty Agreement.

The choice of the first inspection date is mutually arranged with the farmer applying to LEAF Marque certification . Renewals will be planned in an inspection window from 6 months and 18 months within the scheme year, but generally with annual frequency. In case of Globalgap certified producers/producer groups, the renewals can be done jointly.

The definition of the audit duration , whether for initial certification or for renewal, depends on several factors such as size of area under production, the number of registered products, the number of sites to be certified and the option applicable to the farmer or producer group (option 1 or 2) and if the applicant is already certified for other farm assurance scheme as, i.e. Globalgap.

It is also possible to carry out consecutive or joint inspections to the Organization respecting the specific rules of the schemes if they combine the assessment of LEAF Marque requirements Standard and the assessment of ISO 9001:2008, ISO 22000:2005, IFS, BRC GSFS and/or Globalgap standard requirements.

3.4.1 Initial inspection for Certification

The following sequence of activities is defined:

- initial meeting;
- documental review;
- on-site inspection ;
- records check;
- final meeting.

During the closing meeting the team leader presents and shows and gives all further details regarding the results of the inspection.

3.5 Audit report

The results of the inspection are described in the LEAF Marque evaluation report which includes the following parts:

- Details and scope of the evaluation
- found non-conformities
- Summary of the evaluation

The applicable LEAF Marque checklists will be attached to the report and will be part of the document set to be forwarded to the CSICERT certification committee.

The audit report will be issue in Italian language for producers operating in Italy and in English for activities carried out in foreign countries (it is acceptable to have double language report, but as minimum translated into English) ,or if requested by the Italian client for its purposes. The audit report is property of the Organization and may not be issued to third parties without the express authorization of the Organization, excepting in cases defined by the LEAF Marque Standard for producers who will participate to LEAF Tracks programme.

The report and eventual non-conformity forms will be given to the Organization at the end of the inspection unless there are impediments preventing such delivery. In these cases the

documentation will be sent to the producer within 48 hours.

3.6 Certificate issue and authorization for logo use

According to the LEAF Marque standard, the decision to grant certification or not is taken on the basis of the type of the “non-conformities” found .

Different status are defined for certificate Status:

- **Full:** the farmer has been inspected and certified as fully compliant to the Standard and can use the LEAF Marque logo
- **Suspended:** during subsequent inspections NC to critical failure points have been detected and have not been closed within 28 days. A suspended grower must re-apply and receive a new inspection.
- **Withdrawn:** the certificate has been withdrawn and the membership being closed.

After the first inspection, members have a 3 months period to rectify any NC to the critical failure points; after this period the certificate status on the LEAF Portal will change to Withdrawn and the members must re-apply for a new certification inspection.

In case of subsequent inspection where CFPs non-conformances will be found, the member will be informed at the end of the inspection. A period of 28 days is given to solve the NCs. After this period, if the NCs will not be closed, the certification status will change from Full to Suspended. An exception to this rule, is in case of CFPs non-conformances related to food safety issues, where CSICERT may change the certification status to Suspended immediately when detected.

Basing on the corrective action proposals made by the Organization, the certification committee can issue some other requests for document additions or a supplementary inspection decision when further investigation of aspects directly related to the conformity at the site is necessary.

CSICERT as every approved certifier, can decide to refuse or terminate and remove the member status to a producer or producers group when will consider that this is necessary to prevent any risk from scheme disrepute.

The LEAF Marque certificate of conformity declares the conformity to the LEAF Marque Standard requirements. The certificate will be issued in English.

Art. 4 Certification agreement

An agreement is established between the producer to be certified and CSICERT which defines the relations and processes for the service allocation. The agreement must be signed by both of the parties, and the signature is intended to accept of all of the elements defined in these Particular Regulations. Moreover, the registered member must sign the Custody and Warranty Agreement available on the website www.leafmarque.org

ANNEX A

General flow chart

