

QUALITY MANAGEMENT SYSTEM OF GROUP FACILITY

QMS Compliance

Producer Group Compliance with Section 4A Certification Process for group certification: IndG.A.P Certification

IndGAP Clause No.	Standard Requirement	Guidance for Implementation. It may change from entity to entity/ its operational activities
QM 4	QUALITY MANAGEMENT SYSTEM OF GROUP FACILITY	
a)	Is the quality management system (QMS) in place sufficiently robust and does it ensures that the registered producer members or production sites comply in a uniform manner with the IndGAP Standard requirements?	Quality Manual To be prepared to address the requirements of the IndGAP Standard
QM 4.1.1	Structure	
a)	Does the structure enable the appropriate implementation of the QMS across all registered producer members and production sites?	Organization Chart with Roles and responsibilities Attachment 4
b)	Does the applicant have a management structure and sufficient suitably trained resources (management and technical capacity) to effectively ensure that the requirements of IndGAP are met by all producers and at all production sites? Do members of management annually conduct a documented management review and make necessary changes? The management review may be in the form of an annual staff meeting, where food safety resources, the status of actions from previous management reviews, external and internal changes that are relevant to the quality management system, and effectiveness of the quality management system are reviewed. Is evidence of this management review available and verified by the external CB auditor?	Procedure on Management review Attachment 5
c)	Is the organizational structure of the group documented and	

	includes individuals responsible for:	
i.	Managing the implementation of IndG.A.P in the group.	Management representative
ii.	Managing the QMS which is independent from the sites and producers?	Management representative
iii.	The internal inspections of each producer member and/or production sites annually (i.e. internal inspector)?	Organization Chart
iv.	The internal audit of the QMS, and verifying the internal inspections (i.e. internal auditor)?	Organization Chart
v.	Is there at least one person in the QMS structure (e.g. internal auditor) who is responsible and able to train the internal inspectors and producers?	Organization Chart
vi.	Technical advice to the group? (can be the same person as mentioned in i)	Refer to above Procedure
QM 4.1.2	Responsibilities and Duties	
i.	The duties and responsibilities of all personnel involved with the compliance of IndG.A.P requirements shall be documented, and an individual who holds a position of sufficient seniority and resources to serve as the overall responsible person will be nominated for maintenance of the IndG.A.P certification. Note can be the same person as mentioned in 4.1.1.c (i)	
ii.	Does the management give internal auditors and inspectors sufficient authority to make independent and technically justified decisions during the internal controls?	
QM 4.1.3	Competency and Training of Staff	
a)	Are the competency requirements, training and qualifications for key staff including external/ contracted consultants documented and meeting the defined competency requirements?	Procedure on Recruitment and Training of Employees/Inspectors/Auditors/Technical advisors Attachment 6
b)	Whether the management ensured that all personnel with responsibility for compliance with the IndG.A.P standard are adequately trained and meet defined competency	Refer to above Procedure

	requirements?	
c)	Is internal auditor competence (as set out in the section 4 A) checked by the management and reviewed by the CB?	Document on Evaluation of internal Auditors Matrix Attachment 7A
d)	Is internal inspector competence (as set out in the Section 4A) checked by the management/Internal Auditor and reviewed by the CB?	Document on Evaluation of internal Inspectors Matrix Attachment 7
e)	Where the internal auditor does not have the necessary food safety and G.A.P. training, but only QMS training/experience, does another person with these qualifications (and identified in the QMS) form part of the “audit team” to perform the approval of the producers/production sites inspections?	External resources who meet the Competency needs will be deployed
f)	Do the technical advisors to the producer group members/company have a diploma/degree in Agriculture/horticulture or others, depending on the scope of certification?	Refer to Attachment 6
g)	Records of qualifications and training shall be maintained for all key staff (managers, auditors, inspectors, external consultant etc.) involved in compliance with IndG.A.P requirements to demonstrate competence.	
h)	Do the internal auditor(s) and inspector(s), if they are more than one, undergo training and evaluation to ensure consistency (calibration) in their approach and interpretation of the standard (e.g. by documented shadow audits/inspections)?	
i)	Is there a system in place to demonstrate that key staffs are informed and aware of development issues and legislative changes relevant to the compliance to the IndGAP Standard?	
j)	Is there evidence of induction and annual refreshment trainings for key staff as defined above available?	