KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

ACC-CD-45

Criteria for Accreditation of Certification Bodies certifying GLOBALG.A.P. scheme

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1 Background Information

1.1 Introduction

This guidance document specifies the additional and supplementary requirements for the GLOBALG.A.P. Certification Scheme Smart Farm Assurance Solutions aligned to ISO/IEC 17065. GLOBALG.A.P. (Good Agricultural Practices) is an internationally recognised certification system that sets voluntary standards for the safe and sustainable production of agricultural products. It was established to ensure food safety, environmental sustainability, workers' welfare, and animal welfare in farming practices. Certification Bodies are accredited to ISO/IEC 17065 to conduct GLOBALG.A.P. audits, ensuring credibility and standardisation in the certification process. The content of this document will be reviewed and revised every four years or as needed. All referenced documents shall be considered in their most current versions.

1.2 Purpose

This guidance document sets out the additional accreditation requirements for Certification Bodies providing certification for the implementation of the GLOBALG.A.P. Integrated Farm Assurance Certification Scheme and meeting the requirements of ISO/IEC 17065 Conformity assessment requirements for bodies certifying products, processes and services related to KENAS policies, procedures and guidance documents.

1.3 Scope

This document spells out the additional requirements to ISO/IEC 17065 and outlines additional requirements for accreditation of CBs certifying GLOBALG.A.P. for plant propagation materials and plant products. The criteria in this document will be applied in conjunction with those in the Assessor Guide and Terms of Reference ACC-CD-02, procedure for Management and Reporting of Assessments ACC-PR-07, Sampling during Assessment and Internal Audits ACC-PR-03, Policy for Management of Extraordinary Events PL-13, Policy for dealing with objection of assessors/experts PL-30 and the relevant IAF Mandatory Documents. Accreditation shall be on the basis of demonstrated competence of the Certification Body

1.4 Role(s) and Responsibility

The roles and responsibilities outlined below relate to the implementation of this document in KENAS by the Certification Accreditation Scheme.

Role	Responsibility
Certification Department	Process owner
Manager Certification	Reviewer
Chief Manager Inspection & Verification	Recommender

Chief Executive Officer	Approval
Certification Bodies	Compliance

2 Terms and Definitions

For the purpose of this guidance document, the following terms and definitions shall apply in addition to those given in ISO/IEC 17000 and the Kenya Accreditation Service Act 2019.

2.1 Definition of Terms

2.1.1 Accreditation

Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

2.1.2 Product Certification

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. 'Product' is used here to include product, process or service.

2.1.3 Product Certification Scheme

Product certification system as related to specified products to which the same particular standards and rules, and the same procedure, apply.

2.1.4 Audit Time

Time needed to plan and accomplish a complete and effective audit of the client organization's management system (ISO/IEC 17021-1).

2.1.5 Scope of Accreditation

The specific conformity assessment services for which accreditation is sought or has been granted.

2.1.6 Witnessing

An observation of the CB carrying out certification activities within its scope of accreditation.

2.1.7 Auditor Day

A full normal working day of 8 hours.

2.1.8 Technical Area

This is an area characterized by similar activities, products or services and the related environmental aspects.

2.2 Acronyms and Abbreviations

AB	Accreditation Body
CB	Certification Body
CEO	Chief Executive Officer
CMIV	Chief Manager, Inspection and Verification
MC	Manager Certification
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
KENAS	Kenya Accreditation Service
TS	Technical Specifications

3 Criteria

3.1 Requirements of Accreditation

A Certification Body requiring accreditation for the GLOBALG.A.P. certification scheme shall satisfy requirements outlined in ISO/IEC 17065 and GLOBALG.A.P. General Regulations and the normative documents for Plants and Plant Propagation Materials.

3.1.1 The GLOBALG.A.P. requirements for production of plant propagation materials and plant products are defined under the GLOBALG.A.P. Smart Farm Assurance Core Solutions: These include the following relevant standards and add- ons:

a) IFA Smart solutions for plants and propagation materials:
Provide advanced standards and digital tools to ensure safe, sustainable, and traceable production of seeds, seedlings, and young plants, meeting global market and sustainability requirements.

b) Harmonised Produce Safety Standard (HPSS)
Is a food safety certification standard designed for fruit and vegetable producers, based on the industry-agreed Harmonized Good Agricultural Practices (G.A.P.) guidelines. It streamlines food safety requirements into a single, practical checklist focused on safe farming practices, minimizing food safety risks, and ensuring compliance with international market demands.

c) Produce Handling Assurance Standards (PHA).
GLOBALG.A.P. Produce Handling Assurance (PHA) is a certification standard that focuses on the post-harvest handling of fresh fruits and

vegetables. It covers food safety practices in packing houses, cooling facilities, storage, and distribution centres, ensuring that produce remains safe and high-quality after harvest.

The PHA standard can be combined with farm-level certification (like IFA or HPSS) or used separately for standalone handling operations. It addresses critical areas such as hygiene, sanitation, traceability, worker health, allergen management, and risk assessments — helping producers and handlers meet market and regulatory food safety expectations

d) GLOBALG.A.P. CoC (Chain of Custody) Certification. The objective of the Chain of Custody standard is to assure consumers and corporate clients of the GLOBALG.A.P. certified nature of product sold. It ensures traceability back to GLOBALG.A.P. certified production sites and processes and prevents GLOBALG.A.P. certified product being substituted or diluted with non-certified products, either in error or intentionally for economic gain (Food fraud). The GLOBALG.A.P. Chain of Custody is not a food safety standard and does not result in the certification of a food safety management system. The certification applies to the following aspects:

i. Identification of certified and non-certified product

ii. Input Checks and verification of origin

iii. Labelling to distinguish and clearly identify respective certified and non-certified product.

iv. Traceability both of actual product and transactional records

v. Mass Balance controls.

e) GLOBALG.A.P. Risk Assessment for Social Practice (GRASP) : GLOBALG.A. P. Risk Assessment for Social Practice (GRASP) is an add-on for the evaluation of workers' well-being at farm level and is a voluntary, non-accredited standard that may be delivered only in combination of GLOBALG.A.P. Integrated Farm Assurance Modules.

f) SPRING for ground and irrigation water as an add on to be reviewed during assessments

3.1.2 The following are the additional requirements that a CB applying for accreditation shall provide:

a) A potential client who has made an application to be certified or a certified client.

b) A definition of the competency required related to the GLOBALG.A.P. scheme rules

c) Information about the availability of this competency (competence evaluation of (sub-) contracted auditors or experts for specified technical areas).
d) GLOBALG.A.P. License and Certification Agreement with the GLOBALG.A.P. secretariat
e) GLOBALG.A.P. Sublicense agreement with at least one client.

3.1.3 The application package includes the following:

a) Duly filled application form
b) Corporate Profile and Organizational chart
c) Copy of documents demonstrating legal status in the country of operation
d) A list of locations in which the certification body undertakes any of its certification activities as applicable including the activities undertaken in each location. An applicant or accredited certification body shall include all names and geographic locations of a certified client and provide an Indemnity cover that includes all countries of operation for the CB.
e) Cross reference matrix identifying the CB's system documentation where accreditation requirements are met.
f) Management System Documents: including certification body procedures and other supporting documentation which demonstrate conformity to the accreditation and/or sector scheme criteria
g) Matrix of auditors/technical experts/technical reviewers/certification decision makers/inhouse trainer which identifies their qualifications for the applicable scopes.

3.2 Determination of Accreditation Scope

3.2.1 The certification body's accreditation scope shall be established in accordance with the requirements set forth in the GLOBALG.A.P. General Regulations. The accredited scope shall include the following **GLOBALG.A.P. Smart Farm Assurance Solutions** and related standards:

3.2.1.1 Integrated Farm Assurance (IFA) – Plants Scope

Sub-scopes: **Fruit & Vegetables** and **Flowers & Ornamentals**

Certification Options: **Option 1 (single producer)** and **Option 2 (group certification)**

3.2.1.2 **Integrated Farm Assurance (IFA) – Plant Propagation Material**

Certification Options: **Option 1 and Option 2**

3.2.1.3 **Integrated Farm Assurance (IFA) – Combinable Crops**

Certification Options: **Option 1 and Option 2**

3.2.1.4 **GLOBALG.A.P. Chain of Custody (CoC) Standard**

Applicable to: **Supply Chain Partners** and **Retail/Food Service Partners**

Certification Options: **Option 1 and Option 2**

3.2.1.5 **GLOBALG.A.P. Produce Handling Assurance (PHA)**

For post-harvest handling and packing of GLOBALG.A.P. certified products

3.2.1.6 **GLOBALG.A.P. Harmonized Produce Safety Standard (HPSS)**

Based on harmonized food safety criteria for produce, aligned with industry expectations (primarily applicable in North America)

3.2.1.7 GLOBALG.A.P. Combinable Crops

Included under the crops base scope for certified production of grains and pulses

3.3 Human Resource Requirements

3.3.1 Personnel involved in the certification process for GLOBALG.A.P. shall have demonstrable knowledge of requirements of the GLOBALG.A.P. scheme requirements and ISO/IEC 17065 as applicable.

3.3.2 The Certification bodies shall determine their competence criteria for personnel involved in the management and performance of GLOBALG.A.P. audits in accordance with GLOBALG.A.P. scheme rules and GLOBALG.A.P. General Regulations, Rules for Certification Bodies.

3.3.3 Certification Bodies shall maintain records of their auditors' qualifications and relevant experience. Experience refers to having worked in or provided certification services for the specific scope being assessed.

3.3.4 Initial qualification of Certification Body's auditors shall include witnessing of a certification audit and on-site monitoring by an approved auditor. Personnel conducting or performing audits for GLOBALG.A.P. certification scheme shall maintain and improve their knowledge through ensuring achievement of audit hours and training on version update, auditing system skills as captured in GLOBALG.A.P. General Regulations, Rules for Certification Bodies.

3.3.5 The Certification Body shall have a process of evaluating the competence of auditors every four years

3.4 Determination of audit time

3.4.1 The Certification body shall have procedures to determine the audit time determination for audit man days required for initial, surveillance (for producer group members), unannounced audits (Option 1 & Option 2 QMS) and recertification audits. The procedure shall also include the policies for estimation of audit duration for multisite organizations and transfer of certificates, as needed aligned to GLOBALG.A.P. General Regulations, Rules for Certification Bodies.

3.5 On-site Assessment

3.5.1 During the initial assessment, the implementation of policies and procedures are assessed at the office(s) of the Certification Body.

3.5.2 The on-site assessment shall be conducted at the head office and any other locations based on a risk evaluation.

3.5.3 The initial on-site assessment comprises two mandatory components to determine if the Certification Body shall be granted accreditation:

a) Assessment of the applicant's implementation of its management system in an office assessment.

b) Assessment of the applicant auditor's competence during the witnessed assessment

3.5.4 During the office assessment the team shall sample the files of clients and personnel to cover the scope for which accreditation is sought. This is to be determined by the Team Leader, who should apply the following guidelines:

a) Files from each of the scopes certified that are a representative of the scope requested.
b) The files to be reviewed shall include at least an initial, surveillance/unannounced and recertification audit for the certification body.

3.5.5 In case the CB has any engagement with a consultancy body, KENAS shall verify files of this consultancy body to confirm the effectiveness of measures taken to mitigate any identified risks to impartiality.

3.6 Witnessing audit for initial / reassessment

3.6.1 At least two weeks before witnessing of audits the KENAS team shall be provided with the following information:

a) Documented information (e.g. Quality Manual and applicable procedures) of the organization to be audited by the CB.
b) Duly filled application form.
c) Competence profile of the auditors to be witnessed.
d) CB Audit Plan.
e) Previous audit report , required actions and responses from the previous audit activity.
f) In case a surveillance/unannounced or recertification audit is witnessed, a copy of the GLOBALG.A.P. certificate issued by the CB.

3.7 Selection of witness audits

3.7.1 KENAS shall conduct witnessing activities taking into consideration impartiality requirements in accordance with ISO/IEC 17011. When deciding how many and which audits are to be witnessed, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. KENAS shall take into consideration the scheme owners' requirements and as applicable the following:

a) the Certification Bodies' overall performance.
b) factors such as process complexity or legislation etc. which influence the ability of the certification body to demonstrate its ability to meet the intended outcomes of the Management System.
c) feedback from interested parties including complaints about the certification bodies, customer surveys, regulators' requests.
d) the results of the Certification Body's internal audits.

e) whether the producer is Option 1 single site, Option 1 multisite (with or without QMS), Option 2 producer groups
f) changes in Certification Bodies work patterns – growth of work within a specific region or technical area.
g) previous or other office or witnessing assessment results, etc.

3.7.2 In addition to the office audit activities, the following witness selection rules apply for the granting and extension of accreditation of GLOBALG.A.P. certification to guarantee the appropriate coverage of the applicant scope.

3.7.2.1 During the initial accreditation cycle—defined as the period from the first surveillance to the first reassessment—KENAS shall conduct at least one witnessing activity for each accredited scope. This witnessing programme will continue until the certification body (CB) has, demonstrated sufficient experience and consistent performance.

3.7.2.2 Once this has been achieved, KENAS may transition to an enhanced programme, under which at least one witnessing activity per accredited scope is conducted over two consecutive accreditation cycles. This shall be supported by additional assessment activities to ensure all scopes are assessed during each cycle.

3.7.2.3 If the witnessing programme is reduced, KENAS must provide justification for the change. Normally, the original witnessing frequency used in the first cycle will be reinstated if there are significant changes in the CB’s auditor qualification process, auditing practices or results, or audit personnel. Where the scheduled audits for witnessing are not within the same month, the first and last witnessed audits done for the same CB shall not be more than six months apart.

3.8 Maintenance of accreditation

3.8.1 The implementation of the accredited certification scheme shall be verified during surveillance assessment by KENAS.

3.8.2 The files reviewed during the maintenance of accreditation in a four years' period (accreditation cycle) shall cover all the scopes mentioned for which the CB is accredited.

3.8.3 The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation for each scope (approximately one fifth of the square root of the number of certificates with a maximum of fifteen (15) files).

3.8.4 For each four (4) year period, the number of witnessed audits shall be determined based on the following factors:

a) for each scope of sectors included in the accredited scope of the CB; or
b) One (1) per √ (number of auditors qualified for GLOBALG.A.P. certification).

(Whichever gives the higher number, with a maximum of 10)

3.8.5 When the second factor gives the higher number of witnessed audits, these shall also be spread over all scopes. This formula ensures that both a higher diversity in technical areas and a higher number of auditors will increase the number of witnessed audits.

3.8.6 In the application of the above guidelines, KENAS shall consider whether witnessed audits may serve for multiple scopes (e.g. by witnessing combined audits) and how many witnessed audits are performed in the other scopes.

3.8.7 The functioning of the impartiality committee (if constituted) of the Certification body is reviewed in-depth at least once during the accreditation cycle.

3.8.8 The KENAS Assessment Team Leader shall determine the method, which may include an interview (face-to-face, or telephone conversation) with a representative (non-CB) of the Committee, or the attendance to (part of) one of their meetings.

3.9 Appeals Handling

3.9.1 An accredited Certification Body that is aggrieved by a decision of KENAS may, by notice in writing to the Chief Executive Officer and upon payment of the prescribed fees, appeal against the decision within twenty-one days of being notified of the decision.

3.9.2 A notice of appeal under this section shall set out the grounds of the appeal.

3.9.3 The Chief Executive Officer shall, within seven days of receipt of the notice under sub-section (2), forward the notice to the Accreditation Appeals Tribunal.

3.9.4 The Accreditation Appeals Tribunal shall consider the notice of appeal and the response of the Service before making an award.

3.9.5 An award of the Accreditation Appeals Tribunal may —

a) confirm the decision of the service.

b) vary the decision of the service.

c) direct the Service to carry out a fresh evaluation of the application or undertake a fresh assessment of the conformity assessment body; or

d) issue other orders it may consider necessary including an order as to costs.

3.10 Scope extension

3.10.1 The assessment by KENAS in case of an application for an additional scope consists of one or more of the following assessment methods:

a) A review of documents and records.
b) A visit to the office of the CB, to verify documents and records and to interview relevant staff.
c) A witnessed audit

3.10.2 At least the defined requirements for competence in that scope, records of the qualification process of auditors for that scope, and a complete certification dossier in that sector will be verified in a scope extension assessment.

3.10.3 Extension assessments: a witnessed audit shall be performed in the applied scope.

3.11 General remarks on witnessing

3.11.1 Besides the above-mentioned considerations for selection of audits to be witnessed, KENAS will consider the following:

3.11.1.1 KENAS shall not witness the same auditors more than once under the same scheme.

3.11.1.2 KENAS will generally avoid witnessing audits conducted at the same organization multiple times.

3.11.2 Witnessing activities shall include a review of the corresponding audit report.

3.11.2.1 To facilitate the selection of audits to be witnessed, the Certification Body (CB) shall, upon request by KENAS, provide an audit schedule covering a specified period.

3.11.2.2 The information on these audits shall include as a minimum:

a) type of audit (initial, recertification or surveillance).
b) name and address of auditee.
c) audit standard(s).
d) scope of certification.
e) name(s) of auditors(s) and expert(s).
f) date(s) of the audit.

3.12 Specific assessment issues

3.12.1 During witness assessments, KENAS assessment teams will pay special attention to good auditing practices, such as sampling and the application of audit trails, especially when it comes to the audit of:

a) Internal audit and management review functions.
b) GLOBALG.A.P. certification scheme documentation.
c) Records and evaluation of continual improvement.
d) Organization's systems for achieving statutory and regulatory compliance

3.12.2 During the witness of a stage I audit, special attention will be given to (ref. ISO/IEC 17021-1, cl. 9.2.3.1.1):

a) Planning for stage II.
b) Scope determination.
c) Key elements of the system (e.g. determination of significant aspects);
d) Review of allocation of resources

4 Associated Documents

KENAS shall sign the memorandum of understanding (MoU) with FoodPLUS GmbH (the legal entity for the GLOBALG.A.P. Secretariat)

A CB shall satisfy the following normative documents for the GLOBALG.A.P. Certification scheme accreditation as in the table below:

Ref	Document Identifier	Document Title
1.	ISO/IEC 17065	Conformity assessment -- Requirements for bodies certifying products, processes and services,
2.	ISO/IEC 17021-1	Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements
3.	GLOBALG.A.P.	Scheme rules

5 Revision/ Amendment Record

Date	Ver	Revised By	Reason for Revision
28/06/2025	01	SDE	Newly developed

This document shall be revised/amended after every four (4) years.