



# Export Guide for Egyptian Small & Medium – sized Enterprises

Focus on Five Agricultural Products  
with Export Potential

Elhussien ELSEIFY

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# Export Guide for Egyptian Small & Medium – sized Enterprises

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# Preamble

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Small and Medium-sized Enterprises (SMEs) in Egypt face numerous difficulties in participating in export trade, these include challenges of conforming with sanitary and phytosanitary measures (SPS) of trading partners such as the European Union (EU) in particular.

Since the SPS requirements of partners are not always available to all SMEs (due to their lack of access to information or resources), important work needs to be done to increase awareness on the right processes to meet these requirements. Moreover, information on risks and best practices for products exported also needs to be made more readily available, which will enable SMEs' to improve their product quality and export potential. It is this context that this User Manual is prepared.

The manual is intended for exporting SMEs as well as Egyptian producers to better understand best practices, regulations and processes, as well as to strengthen their capacity to comply with SPS requirements.

## Scope of the Manual

The scope is limited to examining five Egyptian fresh edible fruits and vegetables products that are heavily exported or manifest a high export potential to the EU Market, given its lucrative nature and being highly liberalised.

These are the following:

- Edible Fruits: Fresh Oranges, Fresh Grapes and Fresh Strawberries
- Edible Vegetables: Potatoes and Artichokes

## Methodology

The methodology adopted for this study is uniform across all products and chiefly relies *on both primary and secondary data collection methods*. It extracts requirements that are necessary for exporters to meet in order to access the EU Market from national and European regulations and other references.

To support desk research findings, a questionnaire was administered to exporters, primarily in the *Al-Buhaira Governorate* to learn about their agricultural best practices and the challenges they face, especially SMEs, in their everyday operations and in meeting the standards and requirements that are necessary to have access to foreign markets particularly the European Union.

The *questionnaire was close ended* and aimed to identify the most important requirements for exporting the aforementioned products to the EU as well as to understand the current challenges.

The sample size for obtaining data from the exporters on field ranged from 32 exporters (for strawberry) to 102 exporters (for artichokes). It is important to note that all the questionnaires were administered randomly, thus eliminating the possibility of selection bias.

The data collected uncovered fundamental practical information from exporters pertaining to areas such as product varieties, value-chain, product specific certification and the everyday challenges faced by SMEs.

## SECTION 1

# Requirements for Oranges

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The Manual outlines the quality and SPS requirements that Egyptian exporters need to comply with at each step of oranges value chain in Egypt. It gathers relevant requirements from three references. These references are: the Egyptian Ministerial Decree No. 562/2019 governing plant imports and exports quarantine procedures for agricultural products, the EU official journal on Marketing standards for vegetables and fruits dated 19.3.2019 and the Ministry of Agriculture and Land Reclamation approved recommendations to combat agricultural pests issued by the Agriculture Pest Committee (APC) for the year 2020. It is also based on the results of a questionnaire addressed to a random sample consisting 54 orange exporters in the Nubaria region, especially Al-

Bustan 1 and Al-Bustan 2, and Al-Buhaira Governorate.

## 1.1 Oranges Varieties and Value Chain in Egypt

As shown in Table 1 there are 4 dominant varieties of oranges produced in Egypt, these are Navel Oranges, Summer Valencia, Saccharine Oranges and Seeded (Baladi) Oranges. According to the United States Department of Agriculture (USDA) 2018 Egypt Citrus Report, Valencia and Navel are the main export varieties while others are more for domestic consumption<sup>1</sup>.

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<sup>1</sup>[https://apps.fas.usda.gov/newgainapi/api/report/downloadreportbyfilename?filename=Citrus%20Annual\\_Cairo\\_Egypt\\_12-10-2018.pdf](https://apps.fas.usda.gov/newgainapi/api/report/downloadreportbyfilename?filename=Citrus%20Annual_Cairo_Egypt_12-10-2018.pdf)

TABLE 1: THE MAIN ORANGES VARIETIES AREA AND PRODUCTION IN EGYPT IN 2017.

Oranges varieties		Area (feddan)	% of oranges area	Production (ton)	% of oranges production
Navel oranges		155.0	50.0	1619.9	52.0
Summer Velancia		131.1	42.0	1231.7	40.0
Saccharine oranges		7.3	2.0	64.8	2.0
Seed oranges		13.6	4.0	77.5	2.5

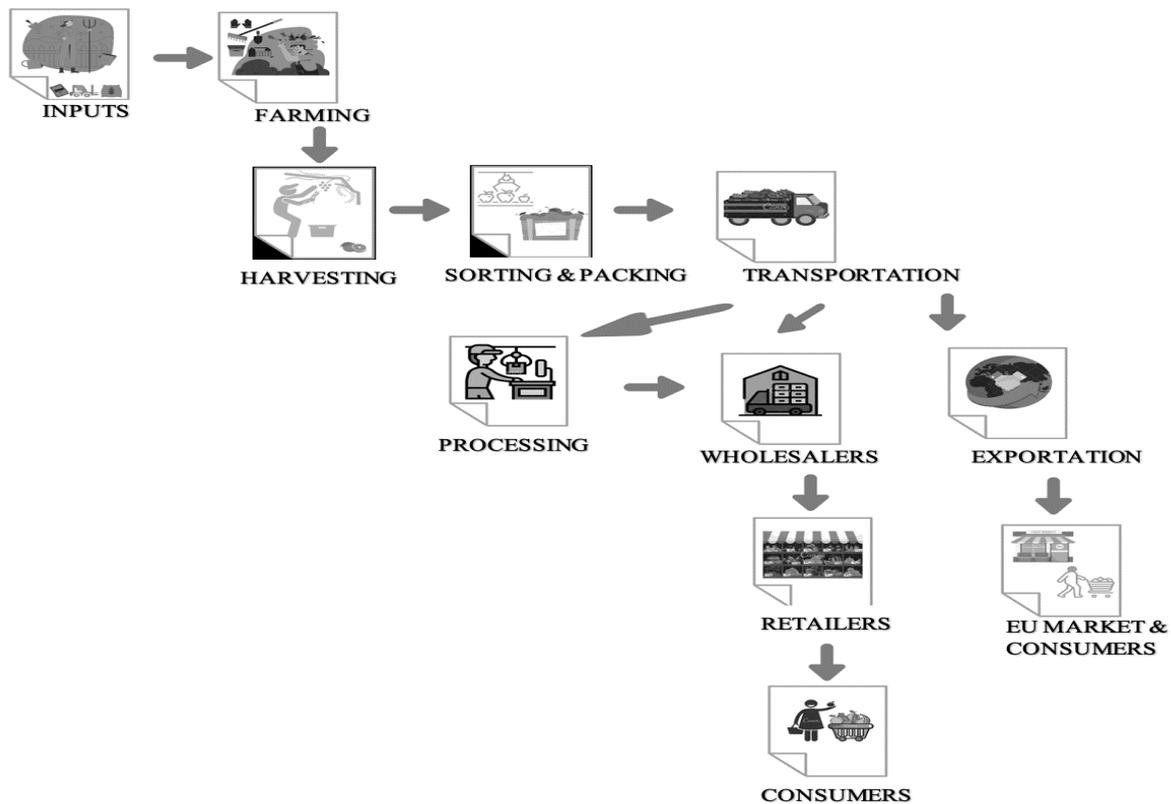
Source: Ministry of Agriculture and Land Reclamation, Agricultural Economy Bulletin, Cairo,2018

According to USDT report, Egypt was the sixth largest orange producer in the world after Brazil, China, US, EU (excluding Spain), and Mexico for the year 2017/18. Based on latest data from the Central Agency for Public Mobilization and Statistics (CAPMAS) of Egypt, the cultivated area of orange crop reached 296.5 thousand feddans in 2017/2018 compared to 306.9 thousand feddans in 2016/2017 with a decrease of 3.4%<sup>2</sup>. The decrease was expected due to severe weather conditions that impacted production.

Figure 1 below shows the different stages of the Oranges Value Chain in Egypt from pre-farming inputs to consumers locally and abroad. In case of exporting to EU Market, the stages are: Pre-farming inputs, farming, harvesting, sorting and packing, transportation (to sorting stations then to port) and exportation to the EU market and consumers. The next section will outline Good Agricultural Practices and SPS measures that should be adopted by Small and Medium Farmers and Exporters in each and every step of the chain to guarantee access to the EU markets.

<sup>2</sup> <https://almaalnews.com/%D8%A7%D9%84%D8%A5%D8%AD%D8%B5%D8%A7%D8%A1-9-2-%D9%85%D9%84%D9%8A%D9%88%D9%86-%D9%81%D8%AF%D8%A7%D9%86-%D8%A7%D9%84%D9%85%D8%B3%D8%A7%D8%AD%D8%A9-%D8%A7%D9%84%D9%85%D8%B2%D8%B1%D9%88/>

FIGURE 1: EGYPTIAN ORANGES VALUE CHAIN:



Source: Authors based on questionnaires

## 1.2 Requirements for Export of Oranges to the EU Market

This section outlines the quality and SPS requirements that Egyptian exporters need to comply with at each step of the value chain. It gathers relevant requirements from three references along with answers to the questionnaire. These references are: the Egyptian Ministerial Decree No. 562/2019 governing plant imports and exports quarantine procedures for agricultural products, the EU official journal on Marketing standards for vegetables and fruits dated 19.3.2019 and the Ministry of Agriculture and Land Reclamation approved recommendations to combat agricultural pests

issued by the Agriculture Pest Committee (APC) for the year 2020.

### Pre-production

Farms as well as processing and packing SMEs that wish to export their agricultural products should apply for registration at the Agriculture Export Council and a committee including the Agriculture Plant Quarantine (APQ) accredits the farms and provides the necessary code. To be registered they need to be Global-G.A.P. certified by a private Certification Body (CB).

To obtain Global-G.A.P. certificate, the producer(s) go through the following steps<sup>3</sup>:

- Submit an application to the CB (See Annex 1 for an example of a Global-G.A.P. certification application form of one of Egypt's CBs).
- Application is reviewed by CB. The CB may wish to contact the producer at this stage to complete missing information or for enquiries.
- The CB sends an offer to the producer.
- Once the offer is accepted by the producer, a certification agreement is signed.
- The farmer receives an assessment plan/schedule notification from the assessment team including the assessment date purposed.
- A preassessment visit can be conducted by the CB if requested by the producer on registration (optional).
- On-site assessment process is executed (See Annex 2 for the IFA All Farm Base Control Points and Compliance Criteria Version 5.1 - Valid From: 1 July 2017).
- The assessment team leader provides an assessment report.
- The producer is notified about the certification decision and if it is approved, he receives the issued certificate (Valid for 1 year)
- The producer and CB agree a Planning for Surveillance Assessment which usually begins from the 2nd month after the certificate is issued until the expiry date.
- Planning for re-certification assessment if the producer wishes to renew the certificate for another year.

## Production/ Farming

During production it is required to spray certain types of pesticides and to use fertilizers approved by the Ministry of Agriculture in order to obtain Pesticide Free Certificate. The main diseases that affects oranges is navel rot at start of June, which is blackening in the navel area, and when the fruit is split longitudinally, this blackening can be seen. The table below shows the pesticides used to control diseases that attack oranges production based on the APC recommendations, usage instructions and Minimum Residue Limits (MRL).

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<sup>3</sup> See Global-G.A.P. certification procedures followed by HEIACert Certification Service in Egypt: <https://heiacert.org/3abar->

<data/uploads/2020/04/GL01PR007-Certification-Process-Guideline-V2.1-14-7-2019.pdf>

TABLE 2: APC PESTICIDES RECOMMENDATIONS FOR ORANGES PRODUCERS AND EXPORTERS

Registration number	Name	Usage instructions	Toxicity classification according to WHO	PHI days	MRL (Mg/kg)		
					Codex	EU	EPA Tolerance
2113	Difenoconazole	40 cm <sup>3</sup> / Lit water	Low III	15	0.6	0.6	0.6
2315	Difenoconazole 15% + Propiconazole 15%	40 cm <sup>3</sup> / Lit water	Low III	10	0.6	0.65	0.68
1437	Difenoconazole 15% + Propiconazole 15%	40 cm <sup>3</sup> / Lit water	Low III	10	0.6	0.65	0.68

Source: APC of MALR, 2020

## Harvesting and Maturity Requirements

The Oranges must have reached an appropriate degree of development and ripeness, according to the following maturity features:

- minimum juice content: 33%
- minimum acid ratio: 1%: 6.5%
- colouring: Orange is harvested at 30-35% green, and 65-70% orange.
- Size: 36mm-88 mm

## Transport to sorting and packing (Export) stations

Transportation should be in containers controlled at 4°C. Each container ideally carries 20 pallets and slip layers are applied to protect the cartons during transport.

## Requirements for the Oranges Export Station

### a- The periphery of the oranges station

- There should be a wall surrounding the station with an external gate.
- the station must be paved.
- -The station should be isolated from pollution sources
- A drainage network must be provided outside the station
- There should be an integrated system for combating insects and rodents and preventing the entry of any insects or pests into the plant

### b- Station interior design

- The floor of the station must bear the machinery and be free from cracks
- There should be a drainage network inside the station
- The walls should be smooth and washable

- The station shall be completely controlled
- Windows should be covered with appropriate openings
- There should be curtains on the doors to prevent insects from entering
- The station shall have two doors, one for entering the inputs and the other for the exit of the outputs, these should be apart
- Adequate lighting should be available
- Operation of electric kiosks on the doors of the operating ward to combat flying insects, and a network to control pests and rodents must be available

#### c- Facilities and services

- Availability of a disinfectant storage with a paved floor, drainage, and controlled.
- Availability of a carton store that meets the requirements of industrial security
- Availability of basins with water sprinklers to wash boxes
- Availability of storage for export requirements and rodent control methods
- Availability of toilets and wash basins for hands, commensurate with the numbers of workers in the plant.
- Availability of dressing rooms equipped with wardrobes and hangers.
- Availability of a breakroom and offices equipped for agricultural quarantine committees present at the station.
- - Appropriate communication methods shall be available at the station.

## Sorting

According to the EU marketing standards requirements, oranges harvest is classified into 3 classes:

#### a- “Extra” Class

It must be free from defects, with the exception of very slight superficial defects, provided these do not affect the general appearance of the produce, the quality, the keeping quality and presentation in the package.

#### b- Class I

Slight defects may be allowed provided these do not affect the general appearance of the produce, the quality and keeps the quality and presentation of the package:

- a slight defect in shape,
- slight defects in colouring, including slight sunburn,
- slight progressive skin defects, provided they do not affect the flesh,
- slight skin defects occurring during the formation of the fruit, such as silver scurfs, russets or pest damage,
- slight healed defects due to a mechanical cause such as hail damage, rubbing or damage from handling,
- slight and partial detachment of the peel (or rind) for all fruit of the mandarin group.

#### c- Class II

Includes Oranges fruit which does not qualify for inclusion in the higher classes but satisfies the minimum requirements specified above. The following defects may be allowed,

provided the oranges fruit retains its essential characteristics as regards the quality, the keeping quality and presentation:

- defects in shape,
- defects in colouring, including sunburn,
- progressive skin defects, provided they do not affect the flesh,
- skin defects occurring during the formation of the fruit, such as silver scurfs, russets or pest damage,
- healed defects due to a mechanical cause such as hail damage, rubbing or damage from handling,
- superficial healed skin alterations,
- rough skin,
- a slight and partial detachment of the peel (or rind) for oranges and a partial detachment of the peel (or rind) for all fruit of the mandarin group.

In all classes, subject to the special provisions for each class and the tolerances allowed, the Oranges must be:

- intact,
- free of bruising and/or extensive healed overcuts,
- sound; produce affected by rotting or deterioration such as to make it unfit for consumption is excluded,
- clean, practically free of any visible foreign matter,
- practically free from pests, — free from damage caused by pests affecting the flesh,

- free of signs of shrivelling and dehydration,
- free of damage caused by low temperature or frost,
- free of abnormal external moisture,
- free of any foreign smell and/or taste.

The development and condition of the citrus fruit must be such as to enable it:

- to withstand transportation and handling, and
- to arrive in satisfactory condition at the place of destination.

## Washing

Oranges are washed using disinfectant and cleaning solutions to combat pests, especially *Alternaria alternata* fungi, and washed in warm water for a period ranging between 4-5 minutes using sodium sulfate 25.1% copper sulfate, potassium permanganate or Sopp solution. TBZ can also be used alternately, then the oranges are dried and the automatic sorting is done.

## Waxing

A type of wax is used, which is water wax with a concentration of 22%, and consists of 225ppm of TBZ + 2500 ppm of IMAZALIL + 2500ppm of GUAZARIN.

## Packing

- The Oranges must be packed in such a way as to protect the produce properly. The materials used inside the package must be clean and of a quality such as to avoid causing any external or internal damage to the produce.

- The use of materials, particularly of paper or stamps bearing trade specifications is allowed provided the printing or labelling has been done with non-toxic ink or glue. Stickers individually affixed on the produce shall be such that, when removed, they neither leave visible traces of glue, nor lead to skin defects. Information lasered on single fruit should not lead to flesh or skin defects. If the fruit is wrapped, thin, dry, new and odourless paper must be used.
- The use of any substance tending to modify the natural characteristics of the oranges, especially its taste or smell is prohibited. Packages must be free of all foreign matter. However, a presentation where a short (not wooden) twig with some green leaves attached to the fruit is allowed.
- The contents of each package must be uniform and contain only oranges of the same origin, variety or commercial type, quality and size, and appreciably of the same degree of ripeness and development. In addition, for the “Extra” Class, uniformity in colouring is required. However, a mixture of oranges of distinctly different species may be packed

together in a sales package, provided they are uniform in quality and, for each species concerned, in variety or commercial type and origin. Uniformity in size is not required. The visible part of the contents of the package must be representative of the entire contents.

- Packing with company names labels and its code for traceability.
- Packages are from carton and weigh 5kg, 8kg, 10kg, and 15 kg. They are stacked on wooden or plastic pallets (1.5 tons).

## 1.3 Competent Control and Enforcement Authorities and the required export documents and certificates

The below tables provide an overview of the competent control and enforcement authorities, as well as the required export documents and certificates.

TABLE 3: COMPETENT CONTROL AUTHORITIES

Authority/Institution	Stage of the Value Chain	Role
The Agriculture Export council and APQ	Pre-production	<ul style="list-style-type: none"> <li>- Receives applications from farms /packing stations/ assembly centres for their registrations and accreditation and ensures Global GAP certificates are obtained.</li> <li>- Applications are then examined in a joint committee to issue registration and codes.</li> </ul>
Agriculture Plant Quarantine	Production/farming and at Export station	- inspecting and issuing certificate by taking samples of the oranges before harvesting (in the farm) at the laboratory of ministry of agriculture, and later at the exportation station and issue Phytosanitary certificates.
Ministry of Agriculture	Production/farming	- check the authorized pesticides such as Difenoconazole 15% + Propiconazole 15% and issues pesticide free certificates (To be issued by the National Food and Safety Authority-NFSA once it is fully operational)

Source: Author, based on questionnaires and Ministerial Decree No. 562/2019.

TABLE 4: KEY DOCUMENTS AND CERTIFICATES, REQUIRED FOR ORANGES EXPORT AND THEIR RESPECTIVE FEES

Certificates/ Documents	Cost/Payable Fees		Competent Authority/ Institution	Contacts
Pesticide Free Certificate	2000 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Coding	Total: 4500 L.E	Agricultural Quarantine Certificate (450 L.E) + Analysis at laboratory of Ministry of Agriculture (1200 L.E)	Ministry of Agriculture	
		Agricultural Export Council certificate (2000 L.E)	Agricultural Export Council	Address: 90, 105 St., Hadaeq El Maadi - Cairo Tel: +20225283611 - +20225283611 Website: <a href="https://www.aecegypt.com/">https://www.aecegypt.com/</a>
GlobalGAP or Integrated Farm Assurance (IFA) Standard	Fees charged by the GlobalGAP Secretariat through the Certification Body (CB) and these vary based on the type of standard assessment, the product, and often the production quantity	Service Fee of the in-country Certification Body	Several Certification Bodies in Egypt	
Examination certificate	120 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>

Source: Author, based on questionnaires and Global.G.A.P.

## SECTION 2

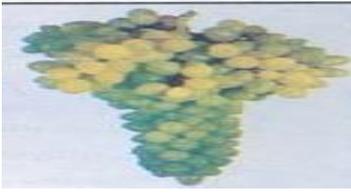
# Requirements for Grapes

The SPS and related requirements for grapes in Egypt are outlined in three references: the Egyptian Ministerial Decree No. 562/2019 governing plant imports and exports quarantine procedures for agricultural products; the EU official journal on Marketing standards for vegetables and fruits dated 19.3.2019; and the Ministry of Agriculture and Land Reclamation approved recommendations to combat agricultural pests issued by the Agriculture Pest Committee (APC) for the year 2020.

## 2.1 Grapes Varieties and Value Chain in Egypt

Grapes are amongst Egypt's top fruit exports, however they are also prone to high losses and wastage during the value chain, which prompted the country to seek support from organizations such as FAO to assist in providing the means to reduce grapes wastes and losses. Table 5 shows the most important varieties of grapes cultivated in Egypt where there are more than 20 varieties of grapes.

TABLE 5: VARIETIES OF GRAPES IN EGYPT

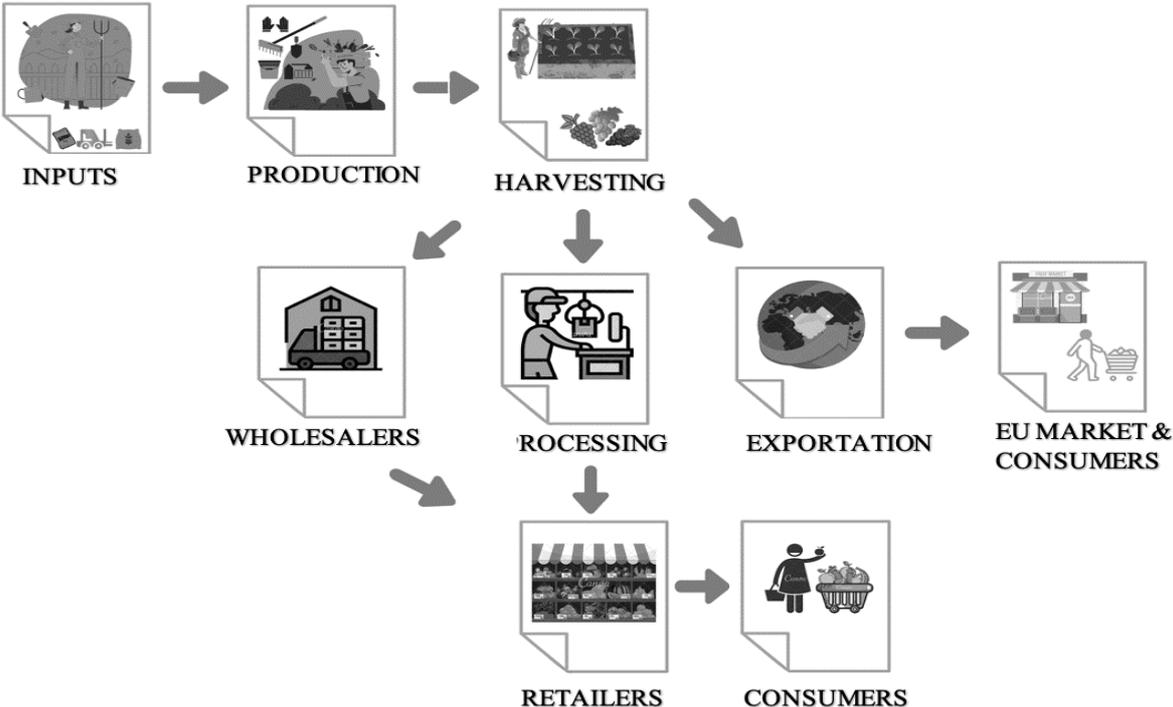
Grapes varieties		Grapes varieties	
Early superior		Delight	
Flame Seedless		Beauty Seedless	
Mellessa		Italia	
Thomposon Seedless		Bez El Anza	

Source: MALR, Agricultural Economy Bulletin, Cairo, 2018

Figure 2 below shows the different stages of Grapes Value Chain in Egypt from pre-farming inputs to consumers locally and abroad. In case of exporting to EU Market, the stages are: Pre-farming inputs, farming, harvesting, sorting and packing, transportation (to sorting stations then to port) and exportation to the

EU market and consumers. The next section will outline Good Agricultural Practices and SPS measures that should be adopted by Small and Medium Farmers and Exporters in each and every step of the chain to guarantee access to the EU markets.

FIGURE 2: EGYPTIAN GRAPES VALUE CHAIN



Source: Authors based on Questionnaires

## 2.2 Requirements for Export of Grapes to the EU Market

This section outlines the quality and SPS requirements that exporters in Egypt need to comply with at each step of the value chain.

### Pre-production

Farms as well as processing and packing SMEs that wish to export their agricultural products should apply for registration to the Agriculture Export Council and a committee including the Agriculture Plant Quarantine (APQ) accredits the farms and provides the necessary code. To be registered, the farm should be Global-G.A.P. certified by a private Certification Body (CB).

To obtain the Global-G.A.P certificate, the producer(s) go through the following steps :

- Submitting an application to the CB (See Annex 1 for an example of a Global-G.A.P. certification application form of one of Egypt's CBs).
- Application is reviewed by CB. The CB may wish to contact the producer at this stage to complete missing information or for enquiries.
- The CB sends an offer to the producer.
- Once the offer is accepted by the producer, a certification agreement is signed.
- The farmer receives an assessment plan/schedule notification from the

assessment team including the assessment date purposed.

- A preassessment visit can be conducted by the CB if requested by the producer on registration (optional).
- On-site assessment process is executed (See Annex 2 for the IFA All Farm Base Control Points and Compliance Criteria Version 5.1 - Valid From: 1 July 2017).
- The assessment team leader provides an assessment report.
- The producer is notified about the certification decision and if it is approved, he receives the issued certificate (Valid for 1 year)
- The producer and CB agree a Planning for Surveillance Assessment which usually begins from the 2nd month after the certificate is issued until the expiry date.
- Planning for re-certification assessment if the producer wishes to renew the certificate for another year.

### Production/ Farming

During production it is required to spray certain types of pesticides and to use fertilizers approved by the Ministry of Agriculture to obtain the **Pesticide free certificate**. The main insects attacking grapes in Egypt are Mealybugs and Grape Worms.

The following table shows the pesticides used to prevent diseases in grapes based on the APC recommendations, usage instructions and Minimum Residue Limits (MRL).

TABLE 6: APC PESTICIDES RECOMMENDATIONS FOR GRAPES PRODUCERS AND EXPORTERS

Disease	Control							
	Registration number	Name	Usage rate	Toxicity classification according to WHO	PHI days	MRL (Mg/kg)		
						Codex	EU	EPA Tolerance
Mealybugs	1820	Abamectim 3.32% + Thiamethoxam 15.24%	40 cm <sup>3</sup> / 100 Lit water	Mod II	28 (Leaves and fruits)	0.01	0.01	0.02
	1775	Imidacloprid	75 cm <sup>3</sup> / 100 Lit water	Mod II	7(Leaves) 3 (fruits)	1	1	1
	1148	Imidacloprid	100 g / Lit water	Mod II	10(Leaves) 7 (fruits)	1	1	1
	80	Mineral Oil	2 Lit/ 100 Lit water	U	45(Leaves) 90 (fruits)	-	0.01	-
	1757	Spirotetramat	80 cm <sup>3</sup> / 100 Lit water	U	10(Leaves) 3 (fruits)	2	2	3
Grape worm	1253	Indoxacarb	35 cm <sup>3</sup> / 100 Lit water	Mod II	7(Leaves) 3 (fruits)	2	2	2
	1219	Triflumuron	26.25 cm <sup>3</sup> / 100 Lit water	U	15(Leaves) 10 (fruits)	-	0.2	-

Source: APC of MALR, 2020

## Harvesting

According to the EU Grapes Marketing Standards, maturity of grapes is defined by the following parameters:

- The juice of the fruit shall have a refractometric index of at least: — 12° Brix for the Alphonse Lavallée, Cardinal and Victoria varieties, — 13° Brix for all other seeded varieties, — 14° Brix for all seedless varieties. In addition, all varieties must have satisfactory sugar/acidity ratio levels.
- Size is determined by the weight of the bunch. The minimum bunch weight shall

be 75 g. This provision does not apply to packages intended for single servings.

## Grapes Export Station Requirements

### a- The periphery of the grapes station

- There should be a wall surrounding the station with an external gate for the station
- The station must be paved.
- The station should be isolated from pollution sources

- A drainage network must be provided outside the station
- There should be an integrated system for combating insects and rodents and preventing the entry of any insects or pests into the plant

#### b- Station interior design

- The floor of the station must bear the machinery and be free from cracks
- There should be a drainage network inside the station
- The walls should be smooth and washable
- The station shall be completely controlled
- Windows should be covered with appropriate openings
- There should be curtains on the doors to prevent insects from entering

The station shall have two doors, one for entering the inputs and the other for the exit of the outputs, which should be apart

- Adequate lighting should be available
- Operation of electric kiosks on the doors of the operating ward to combat flying insects, and a network to control pests and rodents must be available

#### c- Facilities and services

- Availability of a disinfectant storage with a paved floor, drainage, and controlled.
- Availability of a carton store that meets the requirements of industrial security
- Availability of basins with water sprinklers to wash boxes

- Availability of storage for export requirements and rodent control methods
- Availability of toilets and wash basins for hands, commensurate with the numbers of workers in the plant.
- Availability of dressing rooms equipped with cupboards and hangers.
- Availability of a breakroom and offices equipped for agricultural quarantine committees present at the station.
- Appropriate communication methods shall be available at the station.

## Sorting

According to the EU Grapes Marketing Standards, Grapes are classified as follows:

#### a- "Extra" Class grapes fruit

Table grapes in this class must be of superior quality. They must be characteristic of the variety, allowing for the district in which they are grown.

Berries must be firm, firmly attached, evenly spaced along the stalk and have their bloom virtually intact.

They must be free from defects, with the exception of very slight superficial defects, provided these do not affect the general appearance of the produce, the quality, the keeping quality and presentation in the package.

#### b- Class I grapes fruit

Table grapes in this class must be of good quality. They must be characteristic of the variety, allowing for the district in which they are grown. Berries must be firm, firmly attached and, as far as possible, have their bloom intact. They may, however, be less

evenly spaced along the stalk than in the “Extra” Class. The following slight defects, may be allowed, provided these do not affect the general appearance of the produce, the quality, the keeping quality, and presentation in the package:

- a slight defect in shape,
- slight defects in colouring
- very slight sun scorch affecting the skin only

### c- Class II grapes fruit

This class includes table grapes that do not qualify for inclusion in the higher classes, but satisfy the minimum requirements specified above. The bunches may show slight defects in shape, development and colouring, provided these do not impair the essential characteristics of the variety, allowing for the district in which they are grown. The berries must be sufficiently firm and firmly attached, and, where possible, still have their bloom. They may be less evenly spaced along the stalk than in Class I. The following defects may be allowed provided the table grapes retain their essential characteristics as regards the quality, the keeping quality and presentation:

- defects in shape.
- defects in colouring.
- slight sun scorch affecting the skin only.
- slight bruising.
- slight skin defects.

In all classes, subject to the special provisions for each class and the tolerances allowed, the Grapes must be:

- sound; produce affected by rotting or deterioration such as to make it unfit for consumption is excluded.
- clean, practically free of any visible foreign matter.
- practically free from pests.
- practically free from damage caused by pests.
- free of abnormal external moisture.
- free of any foreign smell and/or taste.

## Packing

According to EU standards, the table grapes must be packed in such a way as to protect the produce properly. The materials used inside the package must be clean and of a quality such as to avoid causing any external or internal damage to the produce. The use of materials, particularly paper or stamps, bearing trade specifications is allowed provided the printing or labelling has been done with non-toxic ink or glue. Stickers individually affixed on the produce shall be such that, when removed, they neither leave visible traces of glue, nor lead to skin defects. Packages must be free of all foreign matter, although a fragment of vine shoot no more than 5 cm in length may be left on the stem of the bunch as a form of special presentation.

Grapes are packed in pallets weighting 0.5 kg, then in cartoons weighting 5 kg. packing with company names labels in carton packages 5kg, 8kg, 10kg, and 15 kg.

The packages are stacked on wooden pallets (100-120 cartoons), and the agricultural quarantine samples are taken to give the product an export certificate, and check if the pallets are stamped and evaporated.

Labels are pasted on the product showing the name of the farm and its code for traceability

The below tables provide an overview of the competent control and enforcement authorities, as well as the required export documents and certificates.

## 2.3 Competent Control and Enforcement Authorities and required export documents

TABLE 7: COMPETENT CONTROL AUTHORITIES

Authority/Institution	Stage of the Value Chain	Role
The Agriculture Export council and APQ	Pre-production	<ul style="list-style-type: none"> <li>- Receives applications from farms /packing stations/ assembly centres for their registrations and accreditation and ensures Global GAP certificates are obtained.</li> <li>- Applications are then examined in a joint committee to issue registration and codes.</li> </ul>
Agriculture Plant Quarantine	Production/farming and at Export station	<ul style="list-style-type: none"> <li>- inspecting and issuing certificate by taking samples of the Grapes before harvesting (in the farm) at the laboratory of ministry of agriculture, and later at the exportation station and issue phytosanitary certificates.</li> </ul>
Ministry of Agriculture	Production/farming	<ul style="list-style-type: none"> <li>- check the usage of pesticides at authorized levels such as Abamectim 3.32% + Thiamethoxam 15.24% and issue pesticides free certificates</li> <li>- Issue Pesticides Free Certificates (to be undertaken by NFSA once fully operational).</li> </ul>

Source: Author, based on questionnaires and Ministerial Decree No. 562/2019.

TABLE 8: KEY DOCUMENTS AND CERTIFICATES, REQUIRED FOR GRAPES EXPORT AND THEIR RESPECTIVE FEES

Certificates/ Documents	Cost/Payable Fees		Competent Authority/ Institution	Contacts
Pesticide Free Certificate	2000 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Coding	Total of: 4500 L.E	Agricultural Quarantine Certificate (450 L.E) + Analysis at laboratory of Ministry of Agriculture (1200 L.E)	Ministry of Agriculture	
		Agricultural Export Council certificate (2000 L.E)	Agricultural Export Council	Address: 90, 105 St., Hadaeq El Maadi - Cairo Tel: +20225283611 - +20225283611 Website: <a href="https://www.aecegypt.com/">https://www.aecegypt.com/</a>
GlobalGAP or Integrated Farm Assurance (IFA) Standard	Fees charged by the GlobalGAP Secretariat through the Certification Body (CB) and these vary based on the type of standard assessment, the product, and often the production quantity	Service Fee of the in-country Certification Body	Several Certification Bodies in Egypt	
Examination certificate	120 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>

Source: Author, based on questionnaires and Global.G.A.P.

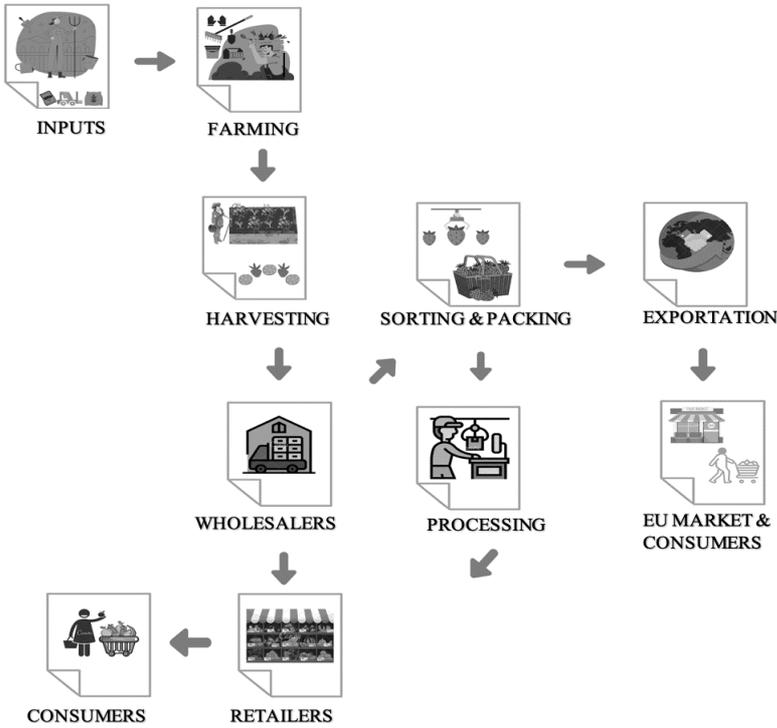
**SECTION 3**

# Requirements for Strawberries

## 3.1 Strawberries value chain in Egypt

Figure 3 below outlines the different stages in the strawberries value chain from pre-production to export to EU markets and consumers.

FIGURE 3: STAGES OF THE STRAWBERRY VALUE CHAIN



Source: Authors, based on questionnaire

## 3.2 Requirements for strawberries export to the EU Market

### Pre-production

Farms as well as processing and packing SMEs that wish to export their agricultural products should apply for registration at the Agriculture Export Council and a committee including the Agriculture Plant Quarantine (APQ) accredits the farms and provides the necessary code. To be registered they need to be Global-G.A.P. certified by a private Certification Body (CB).

To obtain Global-G.A.P certificate, the producer(s) go through the following steps<sup>4</sup>:

- Submitting an application to the CB (See Annex 1 for an example of a Global-G.A.P. certification application form of one of Egypt's CBs).
- Application is reviewed by CB. The CB may wish to contact the producer at this stage to complete missing information or for enquiries.
- The CB sends an offer to the producer.
- Once the offer is accepted by the producer, a certification agreement is signed.
- The farmer receives an assessment plan/schedule notification from the

assessment team including the assessment date.

- A preassessment visit can be conducted by the CB if requested by the producer on registration (optional).
- On-site assessment process is executed (See Annex 2 for the IFA All Farm Base Control Points and Compliance Criteria Version 5.1 - Valid From: 1 July 2017).
- The assessment team leader provides an assessment report.
- The producer is notified about the certification decision and if it is approved, he receives the issued certificate (Valid for 1 year)
- The producer and CB agree a Planning for Surveillance Assessment which usually begins from the 2nd month after the certificate is issued until the expiry date.
- Planning for re-certification assessment if the producer wishes to renew the certificate for another year.

### Farming/production

At the farming stage, it is recommended by the APC to use certain types of pesticides and fertilizers to prevent and control strawberries getting affected by certain diseases as indicated in the below table.

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<sup>4</sup> See Global-G.A.P. certification procedures followed by HEIACert Certification Service in Egypt:

<https://heiacert.org/3abar-data/uploads/2020/04/GL01PR007-Certification-Process-Guideline-V2.1-14-7-2019.pdf>

TABLE 9: APC PESTICIDES RECOMMENDATIONS FOR STRAWBERRIES PRODUCERS AND EXPORTERS

Disease	Control							
	Registration number	Name	Usage rate	Toxicity classification according to WHO	PHI days	MRL Mg/kg		
						Codex	EU	EPA Tolerance
Fruit rot	657	Fenpyrazmine	75 gm / 100 Lit water	Low III	3	-	3	3
	25	Pyrimethanil	100 cm <sup>3</sup> / 100 Lit water	U	3	-	0.05	-
	662	Bcillus Megaterium	250 gm / 100 Lit water	U	-	-	-	-
Red spider	2660	Abamectin	60 cm <sup>3</sup> / feddan	Mod II	10	0.15	0.15	0.05
		Prydoben	100 gm / 100 Lit water	Low III	3	-	0.05	2.5
	1765	Bifenazate	35 cm <sup>3</sup> / 100 Lit water	U	5	2	0.1	1.5
Leaf spot	1820	Folpet	200 gm / 100 Lit water	U	5	5	0.1	5
	2889	Captan	200 gm / 100 Lit water	U	7	15	0.1	20

Source: APC of MALR, 2020

## Harvesting

According to the EU marketing standards, Strawberries are harvested when they reach the following Maturity features:

- shape: conical
- Color: 70 %
- Size: determined by the maximum diameter of the equatorial section. The minimum size shall be: 25 mm in “Extra” Class and 18 mm in Classes I and II.

## Sorting at Export Station

According to EU marketing requirements, strawberries are classified in three classes, as defined below:

### “Extra” Class

The strawberries in this class must be:

- bright in appearance, allowing for the characteristics of the variety,
- free from soil
- free from defects with the exception of very slight superficial defects, provided these do not affect the general appearance of the produce, the quality, the keeping quality and presentation in the package.

### Class I

Strawberries in this class are of high quality and must be free from soil. However, the following slight defects, may be allowed

provided these do not affect the general appearance of the produce, the quality, the keeping quality and presentation in the package:

- a slight defect in shape,
- presence of a small white patch, not exceeding one tenth of the total surface area of the fruit,
- slight superficial pressure marks.

### Class II

This class includes strawberries that do not qualify for inclusion in the higher classes, but satisfy the minimum requirements.

The following defects may be allowed provided the strawberries retain their essential characteristics as regards the quality, the keeping quality and presentation:

- defects in shape,
- a white patch not exceeding one fifth of the total surface area of the fruit,
- slight dry bruising not likely to spread and slight traces of soil.

In all classes, subject to the special provisions for each class and the tolerances allowed, Strawberries must be:

- intact, undamaged,
- sound; produce affected by rotting or deterioration such as to make it unfit for consumption is excluded,
- clean, practically free of any visible foreign matter,
- fresh in appearance, but not washed,
- practically free from pests,
- practically free from damage caused by pests,

- with the calyx (except in the case of wood strawberries); the calyx and the stalk (if present) must be fresh and green,
- free of abnormal external moisture, and
- free of any foreign smell and/or taste.

## Packing

According to EU standards, the strawberries must be packed in such a way as to protect the produce properly. The materials used inside the package must be clean and of a quality such as to avoid causing any external or internal damage to the produce. The use of materials, particularly of paper or stamps bearing trade specifications is allowed provided the printing or labelling has been done with non-toxic ink or glue. Packages must be free of all foreign matter.

According to responses to the questionnaire, Strawberries are stored in a pack that weighs 0.5 kg, then in cartoons, and the packages are stacked on wooden or plastic pallets (1.5 tons).

Labels are pasted on the product showing the name of the farm and its code for traceability.

## 3.3 Competent Control and Enforcement Authorities and required export documents

The below tables provide an overview of the competent control and enforcement authorities, as well as the required export documents and certificates.

TABLE 10: COMPETENT CONTROL AUTHORITIES

Authority/Institution	Stage of the Value Chain	Role
The Agriculture Export council and APQ	Pre-production	<ul style="list-style-type: none"> <li>- Receives applications from farms /packing stations/ assembly centres for their registrations and accreditation and ensures Global GAP certificates are obtained.</li> <li>- Applications are then examined in a joint committee to issue registration and codes.</li> </ul>
Agriculture Plant Quarantine	Production/farming and at Export station	<ul style="list-style-type: none"> <li>- inspecting by taking samples of the strawberries before harvesting (in the farm) at the laboratory of ministry of agriculture, and later at the exportation station and issue phytosanitary certificates.</li> </ul>
Ministry of Agriculture	Production/farming	<ul style="list-style-type: none"> <li>- check the usage of pesticides at authorized levels on farm such as Bacillus thuringiensis, and Abamectin</li> <li>- Issue Pesticides Free Certificates (to be undertaken by NFSA once fully operational).</li> </ul>

Source: Author, based on questionnaires and Ministerial Decree No. 562/2019

TABLE 11: KEY DOCUMENTS AND CERTIFICATES, REQUIRED FOR STRAWBERRIES EXPORT AND THEIR RESPECTIVE FEES

Certificates/ Documents	Cost/Payable Fees		Competent Authority/ Institution	Contacts
Pesticide Free Certificate	2000 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Coding	Total of: 4500 L.E	Agricultural Quarantine Certificate (450 L.E) + Analysis at laboratory of Ministry of Agriculture (1200 L.E)	Ministry of Agriculture	
		Agricultural Export Council certificate (2000 L.E)	Agricultural Export Council	Address: 90, 105 St., Hadaeq El Maadi - Cairo Tel: +20225283611 - +20225283611 Website: <a href="https://www.aecegypt.com/">https://www.aecegypt.com/</a>
GlobalGAP or Integrated Farm Assurance (IFA) Standard	Fees charged by the GlobalGAP Secretariat through the Certification Body (CB) and these vary based on the type of standard assessment, the product, and often the production quantity	Service Fee of the in-country Certification Body	Several Certification Bodies in Egypt	
Examination certificate	120 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>

Source: Author, based on questionnaires and Global.G.A.P.

## SECTION 4

# Requirements for potatoes

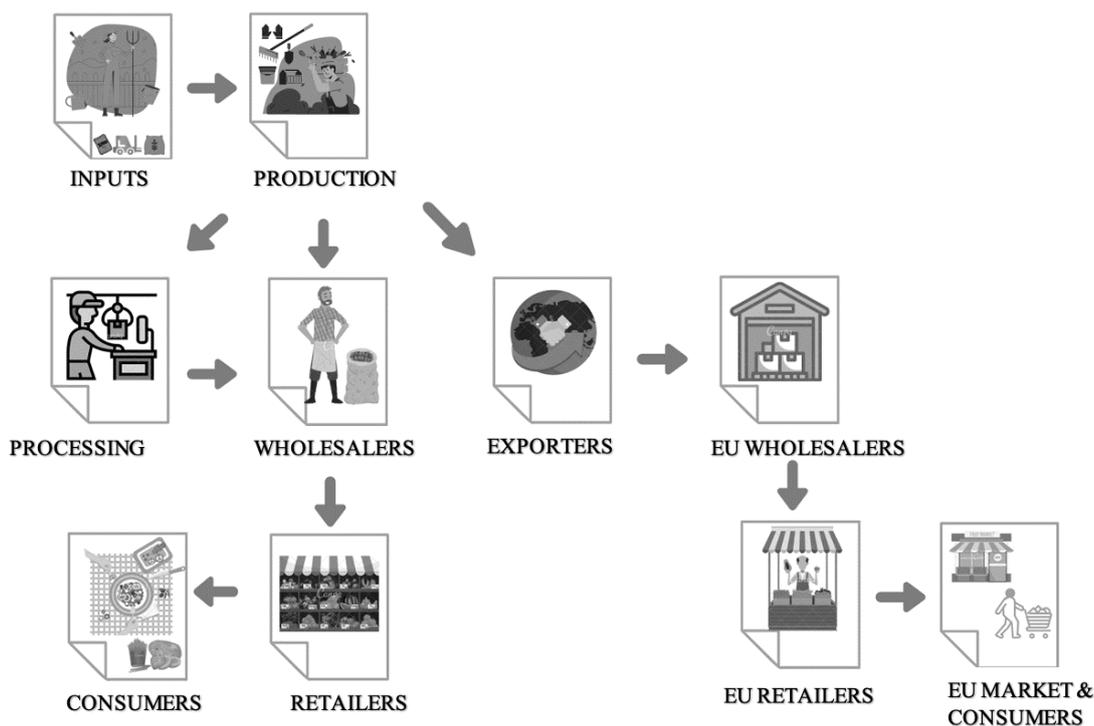
This Manual outlines the quality and SPS requirements that exporters need to comply with at each step of Potatoes value chain in Egypt. It gathers relevant requirements from three references: the Egyptian **Ministerial Decree No. 562/2019** governing plant imports and exports quarantine procedures for agricultural products, the EU official journal on Marketing standards for vegetables and fruits dated 19.3.2019 and the Ministry of Agriculture and Land Reclamation approved recommendations to combat agricultural pests issued by the Agriculture Pest Committee (APC) for the year 2020. It is also

based on the results of a questionnaire addressed to a random sample consisting of 66 potatoes exporters in the Nubaria region, especially Al-Buhaira and El-Dakahlia Governorate.

## 4.1 Potatoes varieties and value chain in Egypt

Figure 4 below outlines the different stages in the potatoes value chain from pre-production to export to EU markets and consumers.

FIGURE 4: STAGES IN TH POTATOES VALUE CHAIN



Source: Authors, based on questionnaires

## 4.2 Requirements for potatoes export to the EU

### Pre-production

Farms as well as processing and packing SMEs that wish to export their agricultural products should apply for registration to the Agriculture Export Council and a committee including the Agriculture Plant Quarantine (APQ) accredits the farms and provide the necessary code. To be registered they need to be Global-G.A.P. certified by a private Certification Body (CB).

To obtain Global-G.A.P certificate, the producer(s) go through the following steps<sup>5</sup>:

- Submitting an application to the CB (See Annex 1 for an example of a Global-G.A.P. certification application form of one of Egypt's CBs).
- Application is reviewed by CB. The CB may wish to contact the producer at this stage to complete missing information or for enquiries.
- The CB sends an offer to the producer.
- Once the offer is accepted by the producer, a certification agreement is signed.
- The farmer receives an assessment plan/schedule notification from the assessment team included the assessment date purposed.
- A preassessment visit can be conducted CB if requested by the producer on registration (optional).
- On-site assessment process is executed (See Annex 2 for the IFA All Farm Base Control

Points and Compliance Criteria Version 5.1 - Valid From: 1 July 2017).

- The assessment team leader provides an assessment report.
- The producer is notified about the certification decision and if it is approved, he receives the issued certificate (Valid for 1 year)
- The producer and CB agree a Planning for Surveillance Assessment which usually begins from the 2nd month from the certificate issued until the expiry date.
- Planning for re-certification assessment if the producer wishes to renew the certificate for another year.

### Production/Farming

In Egypt Potato production can be vulnerable to many diseases, brown rot is common one and has led to several interception of Egypt's exports to foreign countries, especially in the 1990s. Accordingly, a project was implemented by the MALR with foreign aid support to establish Pest Free Areas (PFAs), thus elimination of the disease. The project was called the "Potato Brown Rot Project PBRP" it consisted of two phases and lasted from 1997 to 2006. The project was initiated in the context of the EU adopting a new requirement of potatoes production in PFAs in 1998.

Based on a presentation by Ahmed Hussien Central Administration of Plant Quarantine of MALR dated 2019, growers who benefited from the project were required to grow potatoes in areas that were never cultivated before by any known host of the pathogen - Irrigated from ground water, or canal that was proved to be free

<sup>5</sup> See Global-G.A.P. certification procedures followed by HEIACert Certification Service in Egypt:

<https://heiacert.org/3abar-data/uploads/2020/04/GL01PR007-Certification-Process-Guideline-V2.1-14-7-2019.pdf>

from the pathogen (only one canal “EINoubaria”)<sup>6</sup>.

- No soil is transported to the PFA from outside the PFA
- No cultivation of any hosts other than potato - Seed potato is tested and found free from the pathogen
- No organic fertilizers (compost) are used before testing in the laboratory
- Machinery is dedicated and not used in non-PFA or shall undergo de-contamination under the supervision of the National Plant Protection Organisation (NPPO) or the APQ.

Then, samples from new PFA soil, irrigation water, weeds are tested in laboratory during production and prior exportation. However, Hussein highlighted that: “the current system has targeted medium- and large-scale producers, while small scale potato farmers have no access to international markets”<sup>7</sup>. Following these interventions, Egypt’s potato exports to the EU increased substantially, starting in the early 2000’s.

Other diseases affect potatoes in Egypt and the following table includes the pest and disease control prescribed by the APC.

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<sup>6</sup>[https://www.ippc.int/static/media/files/publication/en/2019/11/D ay2\\_4.2\\_Potato\\_brown\\_rot\\_PFA\\_in\\_Egypt\\_AH\\_201910-22.pdf](https://www.ippc.int/static/media/files/publication/en/2019/11/D ay2_4.2_Potato_brown_rot_PFA_in_Egypt_AH_201910-22.pdf)

<sup>7</sup> Ibid

TABLE 12: APC PESTICIDES RECOMMENDATIONS FOR STRAWBERRIES PRODUCERS AND EXPORTERS:

Disease	Control							
	Registration number	Name	Usage rate	Toxicity classification according to WHO	PHI days	MRL Mg/kg		
						Codex	EU	EPA Tolerance
Digger insect	657	Chlorpyrifos	1 Lit / feddan	Mod II	15	2	0.01	0.05
	25	Chlorpyrifos	1.25 Lit / feddan	Mod II	-	2	0.01	0.05
	662	Chlorpyrifos	1 Lit / feddan	Mod II	50	2	0.01	0.05
	1030	Chlorpyrifos	1 Lit / feddan	Mod II	-	2	0.01	0.05
	1496	Chlorpyrifos 24%+ Cypermethrin 5%	250 cm <sup>3</sup> / feddan	Mod II	40	2 0.05	0.01 0.05	0.05 0.10
Cut Worm	2660	Chlorpyrifos 50%+ Cypermethrin 5%	1 Lit / feddan	Mod II	60	2 -	0.01 0.05	0.05 0.10
	1765	Lambda-Cyhalothrin	200 cm <sup>3</sup> / feddan	Mod II	60	-	0.02	0.02
Aphid	1820	Abanectin 3.32%+ Thiamethoxan 15.24%	240 cm <sup>3</sup> / feddan	Mod II	14	0.05 -	0.01 0.07	0.01 0.25
	2889	Imidacloprid	40 gm/ 100 Lit water	Mod II	7	-	0.50	0.40
Potato tuber worm	1253	Indoxacarb	25 cm <sup>3</sup> / 100 Lit water	Mod II	7	0.02	0.02	0.01
	2093	Indoxacarb	50 gm/ feddan	Mod II	7	0.02	0.02	0.01
	2389	Lufenuron	160 cm <sup>3</sup> / feddan	U	7	0.01	0.05	-
Root-knot nematodes	1616	Abameetin	2.5 Lit / feddan	Mod II	45	0.01	0.005	0.01
	1869	Ethoprophos	30 gm/ feddan	Mod II	90	0.05	0.05	0.02

Source: APC of MALR, 2020

## Harvesting

While harvesting potatoes it is important to check them for brown rot before putting them in harvest bags. Those infected should be eliminated.

## Sorting

Potatoes are now excluded from EU marketing standards<sup>8</sup>, however the UNECE standard ffv-52 concerning the marketing and commercial quality control of potatoes for the year 2017<sup>9</sup>, the tubers should meet the following minimum requirements with respect to tolerances allowed:

- of normal appearance for the variety, according to the producing area
- intact, i.e. they should not have had any part removed nor have suffered any damage making them incomplete
- sound; produce affected by rotting or deterioration such as to make it unfit for consumption is excluded
- practically clean and firm
- free of external or internal defects detrimental to the general appearance of the produce, the quality, the keeping quality and presentation in the package, such as: brown stains due to heat, cracks, cuts, bites, bruises or roughness (only for varieties of which the skin is not normally rough) exceeding 4 mm in depth; green colouration; pale green flush not exceeding one eighth of the surface area and which can be removed by normal peeling does not constitute a defect; serious deformities; grey, blue or black sub-epidermal stains; exceeding 5 mm in depth in the case of ware potatoes; rust stains, hollow or black hearts and other internal defects; deep common potato scab and powdery potato scab, of a depth of 2 mm or more in the case of ware potatoes; superficial common potato scab, i.e. scab spots in all must not extend over more than a quarter of

the surface of the tuber and frost damage and freezing injuries.

- free of abnormal external moisture, i.e. adequately “dried” if they have been washed
- free of any foreign smell and/or taste.

## Potatoes Export Station Requirements

According to the Ministerial Decree 562/2019, Specifications of export facilities for potato crops from the areas (PFA) are as follows<sup>10</sup>:

- The station shall be licensed by the appropriate authorities and shall not be contrary to the law of land protection.
- The total area shall not be less than eight thousand square meters. It shall be paved or tiled and surrounded by a wall on all four sides with a secure entrance for raw products and another for the exit of exported products, both under surveillance.
- The station shall have a source of pure water and appropriate drainage facilities. Regardless of whether the source of water in the station is from the municipal water supply or from wells, an up to-date document certifying that the water is free from chemicals and biological contaminants must be provided from one of the laboratories approved by the Ministry of Agriculture and Land Reclamation.
- The station shall have areas to store raw potatoes and shall meet the following requirements: have adequate storage capacity, floor shall be tiled or paved, made of concrete or asphalt, with umbrellas that

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<sup>8</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/633289/hmi102\\_ver\\_9.0\\_ul\\_2017\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/633289/hmi102_ver_9.0_ul_2017_final.pdf)

<sup>9</sup> [http://www.unece.org/fileadmin/DAM/trade/agr/standard/standard/fresh/FFV-Std/English/52\\_EarlyAandWarePotatoes.pdf](http://www.unece.org/fileadmin/DAM/trade/agr/standard/standard/fresh/FFV-Std/English/52_EarlyAandWarePotatoes.pdf)

<sup>10</sup> [https://pflanzengesundheitsjulius-kuehn.de/dokumente/upload/eg3-2019-562-pqreg\\_en.pdf](https://pflanzengesundheitsjulius-kuehn.de/dokumente/upload/eg3-2019-562-pqreg_en.pdf)

meet the technical conditions required for storage and be separate from other storage areas

- Storage areas of operating supplies must be separate from the outgoing and raw products warehouses.
- The preparation areas of peatmoss shall have a smooth (non-earth) floor tiled or paved, impermeable, easy to clean and disinfect, compatible with the production capacity of the station and have a source of pure water.
- The station shall have the necessary electrical power for operation and adequate lighting for sorting, and packaging operations.
- The sorting and grading areas should allow for a sufficient number of workers for the sorting works.
- The areas for outgoing items must be well ventilated or cooled and the floor should be tiled or asphalted.
- The inspection facilities shall be commensurate with this aim and equipped with sufficient lighting and fixtures to allow inspection with all necessary equipment and tools.
- The station shall keep the following records: books for recording incoming raw products, books for recording outgoing products, books for recording samples sent to analysis bodies. with respect to the models prepared for this purpose.
- The station shall be headed by a manager qualified for the job and the staff shall be trained to sort and pack potatoes.
- A suitable rest area and a well-equipped office shall be available for the inspection committees inside the station.

- The station shall be equipped with an approved weighbridge.
- The station shall have appropriate means of communication.
- A refrigerator with a suitable storage capacity shall be provided when required.
- The station shall be isolated from sources of pollution.
- The station shall have toilets, changing rooms and a staff canteen large enough to accommodate the number of workers in the station.

## Packaging, and transport

According to exporters answers to the questionnaire, the following packaging standards are followed:

- Potatoes are packed in Gott bags or in Propylene (PP) Bags with black linen inside to prevent light entering.
- The bag's net weight is 25 Kg.
- Bags are placed over Pallets and each pallet has 60 bags and weighs 1500 kg.
- Containers include a total of 18 pallets, 1080 bags and each container weighs 27000 Kg.

Labels are pasted on the product showing the name of the farm and its code for **traceability**

## 4.3 Competent Control and Enforcement Authorities and required export documents

The below tables provide an overview of the competent control and enforcement authorities,

as well as the required export documents and certificates.

TABLE 13: COMPETENT CONTROL AUTHORITIES:

Authority/Institution	Stage of the Value Chain	Role
The Agriculture Export council and APQ	Pre-production	<ul style="list-style-type: none"> <li>- Receives applications from farms /packing stations/ assembly centres for their registrations and accreditation and ensures Global GAP certificates are obtained.</li> <li>- Applications are then examined in a joint committee to issue registration and codes.</li> </ul>
Agriculture Plant Quarantine	Production/farming and at Export station	<ul style="list-style-type: none"> <li>- inspecting by taking samples of the Potatoes before harvesting (in the farm) at the laboratory of ministry of agriculture, and later at the exportation station.</li> <li>- lab should certify potato crop samples free from P.S. (Smith)<sup>11</sup> in order for issue phytosanitary certificates and Pest Free Area (PFA) certificates are issued.</li> </ul>
Ministry of Agriculture	Production/Farming and at Export station	<ul style="list-style-type: none"> <li>- check the usage of pesticides at authorized levels on farm such as such as Chlorpyrifos, Lambda-cyhalothrin, Methomyl, and Abamectin</li> <li>- Issue Pesticides Free Certificates (to be undertaken by NFSA once fully operational).</li> </ul>

Source: Author, based on questionnaires and Ministerial Decree No. 562/2019.

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<sup>11</sup> P.S. (Smith) refers to *Pseudomonas solanacearum*, the pathogen responsible for Potatoes brown rot.

TABLE 14: KEY DOCUMENTS AND CERTIFICATES, REQUIRED FOR POTATOES EXPORT AND THEIR RESPECTIVE FEES

Certificates/ Documents	Cost/Payable Fees		Competent Authority/ Institution	Contacts
Pesticide Free Certificate	2000 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Coding	Total of: 4500 L.E	Agricultural Quarantine Certificate (450 L.E) + Analysis at laboratory of Ministry of Agriculture (1200 L.E)	Ministry of Agriculture	
		Agricultural Export Council certificate (2000 L.E)	Agricultural Export Council	Address: 90, 105 St., Hadaeq El Maadi - Cairo Tel: +20225283611 - +20225283611 Website: <a href="https://www.aeegypt.com/">https://www.aeegypt.com/</a>
GlobalGAP or Integrated Farm Assurance (IFA) Standard	Fees charged by the GlobalGAP Secretariat through the Certification Body (CB) and these vary based on the type of standard assessment, the product, and often the production quantity	Service Fee of the in-country Certification Body	Several Certification Bodies in Egypt	
Examination certificate	120 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Pest Free Area Certificate	10000-12000 L.E N.B: In order for PFAs to be approved, extensive documentation including detailed maps, cropping pattern, irrigation sources and other relevant information must be submitted to the EU Standing Committee on Plant Health. This process can result in approval delays of several months <sup>12</sup> .		Agricultural Plant Quarantine of the Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>

Source: Author, based on questionnaires and Global.G.A.P.

<sup>12</sup> [https://www.unece.org/fileadmin/DAM/trade/agr/meetings/ge.06/2009/Egypt\\_PPTs/S4\\_Safwat.pdf](https://www.unece.org/fileadmin/DAM/trade/agr/meetings/ge.06/2009/Egypt_PPTs/S4_Safwat.pdf)

## SECTION 5

# Requirements for Artichokes

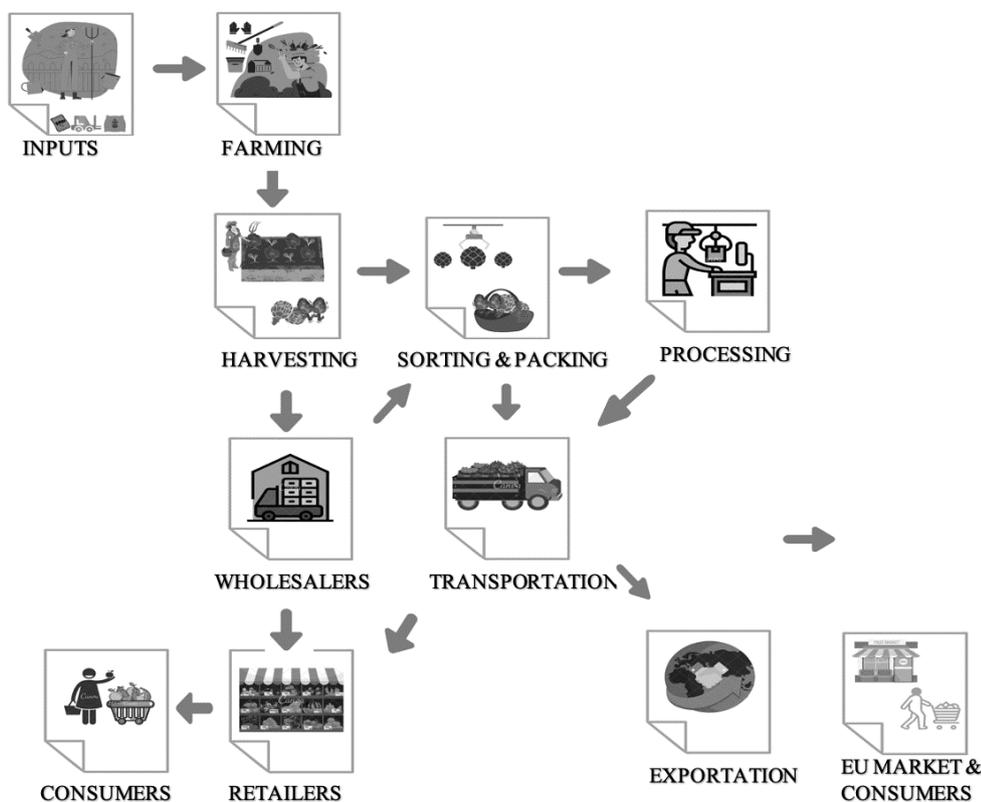
This Manual outlines the quality and SPS requirements that exporters need to comply with at each step of Artichokes value chain in Egypt. It gathers relevant requirements from three references: the Egyptian Ministerial Decree No. 562/2019 governing plant imports and exports quarantine procedures for agricultural products, the EU official journal on Marketing standards for vegetables and fruits dated 19.3.2019 and the Ministry of Agriculture and Land Reclamation approved recommendations to combat agricultural pests issued by the Agriculture Pest Committee (APC) for the year 2020. It is also

based on the results of a questionnaire addressed to a random sample consisting of 102 Artichokes exporters in the Albuahria Governorate.

## 5.1 Artichokes Value Chain in Egypt

Figure 5 below outlines the different stages in the artichokes value chain from pre-production to export to EU markets and consumers.

FIGURE 5: STAHES IN ARTICHOKES VALUE CHAIN



Source: Authors, based on questionnaire

## 5.2 Requirements for Artichokes Export to the EU market

### Pre-production

Farms as well as processing and packing SMEs that wish to export their agricultural products should apply for registration to the Agriculture Export Council and a committee including the Agriculture Plant Quarantine (APQ) accredits the farms and provide the necessary code. To be registered they need to be Global-G.A.P. certified by a private Certification Body (CB).

To obtain Global-G.A.P certificate, the producer(s) go through the following steps<sup>13</sup>:

- Submitting an application to the CB (See Annex 1 for an example of a Global-G.A.P. certification application form of one of Egypt's CBs).
- Application is reviewed by CB. The CB may wish to contact the producer at this stage to complete missing information or for enquiries.
- The CB sends an offer to the producer.
- Once the offer is accepted by the producer, a certification agreement is signed.
- The farmer receives an assessment plan/schedule notification from the assessment team including the assessment date.
- A preassessment visit can be conducted by the CB if requested by the producer on registration (optional).

- On-site assessment process is executed (See Annex 2 for the IFA All Farm Base Control Points and Compliance Criteria Version 5.1 - Valid From: 1 July 2017).
- The assessment team leader provides an assessment report.
- The producer is notified about the certification decision and if it is approved, he receives the issued certificate (Valid for 1 year)
- The producer and CB agree a Planning for Surveillance Assessment which usually begins from the 2nd month after the certificate is issued until the expiry date.
- Planning for re-certification assessment if the producer wishes to renew the certificate for another year.

### Production/Farming and disease control

The variety grown in Egypt is the violet artichoke which is originated from Southern France region and they are characterized by two external aspects:

- The violet color over the green leaves.
- The shape of the fruit bottom is conical

The most common diseases affect the leaves and include the powdery mildew and botrytis. Powdery mildew leaves a white coating on foliage, it is caused by fungi, which thrive in moist, warm weather. The most damaging pests are the sucking insects. These include aphids, mites, scab and thrips. They can transmit dangerous artichoke plant diseases as well as reduce the plant's vigor. However, the Agricultural Pest Committee of MALR does not include

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<sup>13</sup> See Global-G.A.P. certification procedures followed by HEIACert Certification Service in Egypt:

<https://heiacert.org/3abar-data/uploads/2020/04/GL01PR007-Certification-Process-Guideline-V2.1-14-7-2019.pdf>

recommendations for pest control and pesticide use for Artichokes cultivation.

## Harvesting

The maturity features for artichoke plant is about 120 cm high with a lot of big leaves of about 100 cm long each. One plant could carry up to 5 fruits with different sizes. The artichokes are carefully picked from the farms with long stems along with some fresh plant leaves to lock their freshness during transportation<sup>14</sup>.

According to exporters interviewed, the petals are combined. They must be free from fungal and insect infections. They should also be green tinged purple in color and the stem must be between 10-15 cm. The size of the flowers should be between 3-7cm and weigh 150-200g.

## Transport to sorting and packaging (export) stations:

conditions for transportation must be at 0 ° C for temperature and at 90-95% for humidity.

## Sorting

It is worth mentioning that according to the EU commission, artichokes are no longer covered by specific marketing standards requirements. 15 The following minimum requirements apply:

- Intact and sound;
- produce affected by rotting or deterioration such as to make it unfit for consumption is excluded
- clean, practically free of any visible foreign matter

- fresh in appearance, and in particular showing no sign of withering
- practically free from pests
- practically free from damage caused by pests
- free of abnormal external moisture
- free of any foreign smell and/or taste.

## Sizing and Packaging

There 3 sizes for Artichoke fruits<sup>16</sup>:

- Size 1: 6 to 7.5 cm diameter of about 180 to 200 g weight per fruit
- Size 2: 7.5 to 9 cm diameter of about 225 to 250 g weight per fruit
- Size 3: 9 to 11 cm diameter of about 275 to 300 g weight per fruit

**Airfreight packing** carton boxes are used, while for **Sea freight packing exporters use** well aerated wooden boxes. Pallets carry 100 boxes. The container is loaded at the end of the same packing day. Artichoke pallets after being pre-cooled and kept in the store along the day, are stuffed 20 pallets per container<sup>17</sup>.

Packs carry different number of fruits according to the size as follows<sup>18</sup>:

- Size 1: 30 fruits
- Size 2: 24 fruits
- Size 3: 20 fruits

According to respondents, the majority of Egyptian artichokes are exported fresh. As for processed artichokes they are exported frozen in brine at a

<sup>14</sup> <http://herrawi.com/Fresh.html>

<sup>15</sup> [https://ec.europa.eu/info/food-farming-fisheries/plants-and-plant-products/fruits-and-vegetables\\_en#marketingstandards](https://ec.europa.eu/info/food-farming-fisheries/plants-and-plant-products/fruits-and-vegetables_en#marketingstandards)

<sup>16</sup> <http://herrawi.com/Fresh.html>

<sup>17</sup> <http://herrawi.com/Fresh.html>

<sup>18</sup> Ibid

18-21% concentration within 10 kg cartons in one of the following forms:

- Cups: small artichokes
- Tablets: large artichokes
- Sliced: remove all the outer petals
- Hearts: remove all the outer and inner petals

Labels are pasted on the product showing the name of the farm and its code for traceability

## 5.3 Competent Control and Enforcement Authorities and required export documents

According to exporters' answers to questionnaire, the export of artichoke does not require any analyses or product certification. However, some exporters obtain phytosanitary certificate from the APQ while others acknowledge by themselves the safety of the product.

TABLE 15: COMPETENT CONTROL AUTHORITIES

Authority/Institution	Stage of the Value Chain	Role
The Agriculture Export council and APQ	Pre-production	<ul style="list-style-type: none"> <li>- Receives applications from farms /packing stations/ assembly centres for their registrations and accreditation and ensures Global GAP certificates are obtained.</li> <li>- Applications are then examined in a joint committee to issue registration and codes.</li> </ul>
Agriculture Plant Quarantine	Production/farming and at Export station	<ul style="list-style-type: none"> <li>- inspecting by taking samples of the Potatoes before harvesting (in the farm) at the laboratory of ministry of agriculture, and later at the exportation station.</li> <li>- issue phytosanitary certificates</li> </ul>

Source: Author, based on questionnaires and Ministerial Decree No. 562/2019.

TABLE 16: KEY DOCUMENTS AND CERTIFICATES, REQUIRED FOR ARTICHOKES EXPORT AND THEIR RESPECTIVE FEES:

Certificates/ Documents	Cost/Payable Fees		Competent Authority/ Institution	Contacts
Pesticide Free Certificate (Not a requirement)	2000 L.E		Ministry of Agriculture	Address:1 Nady el Seid str. Dokki, Cairo Tel: +20233373003 - +20233372970 Fax: +20233372435 Website: <a href="http://www.agr-egypt.gov.eg/">http://www.agr-egypt.gov.eg/</a>
Coding	Total of: 4500 L.E	Agricultural Quarantine Certificate (450 L.E) + Analysis at laboratory of Ministry of Agriculture (1200 L.E)	Ministry of Agriculture	
		Agricultural Export Council certificate (2000 L.E)	Agricultural Export Council	Address: 90, 105 St., Hadaeq El Maadi - Cairo Tel: +20225283611 - +20225283611 Website: <a href="https://www.aecegypt.com/">https://www.aecegypt.com/</a>
GlobalGAP or Integrated Farm Assurance (IFA) Standard	Fees charged by the GlobalGAP Secretariat through the Certification Body (CB) and these vary based on the type of standard assessment, the product, and often the production quantity	Service Fee of the in-country Certification Body	Several Certification Bodies in Egypt	

Source: Author, based on questionnaires and Global.G.A.P.

# Annex 1: GlobalGAP Checklist

**RULES FOR QUALITY MANAGEMENT SYSTEM** (refer to General Regulations version 5 PART II)  
(For OPTION 2 and OPTION 1 MULTISITES WITH QMS)

Yes = Full compliance with the requirements

No = Requirements are not fulfilled at all or only partially complied with

All control points are Major Musts.

Nº		Control Points	Complies (yes/no)	N/A	Justification/Comments
QM	1	<b>LEGALITY, ADMINISTRATION, AND STRUCTURE</b>			
QM	1 1	<b>Legality</b>			
		a) Is there documentation available, which clearly demonstrates that the applicant is or belongs to a legal entity?			
		b) Has the legal entity been granted the legal right to carry out agricultural production and/or trading, and be able to legally contract with and represent the producer members/production sites?			
		c) Has the legal entity entered into a contractual relationship with GLOBALG.A.P. through the signature of the 'GLOBALG.A.P. Sublicense and Certification Agreement' in its latest version (available on the GLOBALG.A.P. website) with a GLOBALG.A.P. approved CB? <b>OR</b> Has the legal entity explicitly acknowledged the receipt and the inclusion of the 'GLOBALG.A.P. Sublicense and Certification Agreement' with the signature of the service contract/agreement with the CB? Has the CB handed over a copy of the 'GLOBALG.A.P. Sublicense and Certification Agreement' to the QMS?			
		d) Does the legal entity not operate more than one QMS per crop and per country?			
QM	1 2	<b>Producers and Production Sites</b>			
QM	1 2 1	<b>Requirements for producer members in producer groups (N/A for Option 1 multisite operation).</b>			
		(i) Are there written signed contracts between each producer and the (group's) legal entity?			

Nº		Control Points	Complies (yes/no)	N/A	Justification/Comments
		Do the contracts include following information:			
		• Producer group name and legal identification?			
		• Name and/or legal identification of the producer ?			
		• Producer contact address?			
		• Details of the individual production sites, including certified and non-certified products (the contract may refer to the producer group's internal register for this information)?			
		• Details of area (crops) or tonnage (livestock and aquaculture) (the contract may refer to the producer group's internal register for this information)?			
		• Producer commitment to comply with the requirements of the GLOBALG.A.P. Standard?			
		• Producer agreement to comply with the group's documented procedures, policies, and where provided, technical advice?			
		• Sanctions that may be applied in case of GLOBALG.A.P. and any other internal requirements not being met?			
		• Signature of producer and group representatives.			
	(ii)	Are the producer group registered members legally responsible for their respective production sites?			
	(iii)	Do producers not market any products under their name with reference to the group's certificate? Are all products that are sold without reference to the certificate recorded in the group mass balance system? N/A for exceptional cases where the Flexible Distribution Rule has been implemented according to General Regulations Part II, Annex II.2).			
<b>QM</b>	<b>1 2</b>	<b>2</b>			
	(i)	<b>Requirements for production sites in multisites</b> (Applicable for a group member with multisite operation and for Option 1 multisite with QMS). Are all production sites owned or rented and under the direct control of the legal entity?			
	(ii)	For production sites that are not owned by the legal entity, is there a signed document which includes a clear indication that the site owner does not have any responsibility or input or decision capacity regarding the production operations over the rented-out site?			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
(iii)	Are there written contracts in force between each production site owner and the legal entity? Do the contracts include the following elements:			
	• Certificate holder/producer member name and legal identification?			
	• Name and/or legal identification of the site owner?			
	• Site owner contact address (physical and postal)?			
	• Details of the individual production sites (address,surface)?			
	• Signature of both parties' representatives?			
(iv)	Is the certificate holder legally responsible for all the registered production, including placing the product on the market?			
<b>QM 1 3</b>	<b>Producer and Site Internal Register</b>			
(i)	Is there a register maintained of all contracted group member producers and/or of all the applicable sites (of the group member or of the Option 1 multisite operation) used for production in accordance with the GLOBALG.A.P. Standard?			
(ii)	If the group voluntarily issues a declaration to their members to indicate group membership, does the declaration comply with the minimum requirements as set out in the General Regulations Part II, Annex II.3?			
<b>QM 1 3 1</b>	<b>Requirements for producer groups (N/A for Option 1 multisite operation)</b>			
(i)	Does the register at least contain the following information for each producer:			
	• Name of the producer?			
	• Name of contact person?			
	• Full address (physical and postal)?			
	• Contact data (telephone number, e-mail and fax number, if available)?			
	• Other legal entity ID (VAT Number, ILN, UAID, etc.) where required for the country of production as published in the General Regulations Part I, Annex I.2?			
	• Products registered?			
	• Details of the individual production sites and their location, including certified and non-certified products?			
	• Growing/production area and/or quantity for each registered product?			

N°		Control Points	Complies (yes/no)	N/A	Justification/Comments
		<ul style="list-style-type: none"> <li>Certification body(ies) if a producer makes use of more than one CB?</li> </ul>			
		<ul style="list-style-type: none"> <li>Producer status (internal status as a result of the last internal inspection: approved, suspended, etc.)?</li> </ul>			
		<ul style="list-style-type: none"> <li>Date of internal inspection ?</li> </ul>			
	(ii)	<p>Are those producers of the legal entity who do not apply to be included in the GLOBALG.A.P. group certification listed separately ?</p> <p><i>NOTE: This list is for management purposes within the producer group, and the disclosure of its contents externally is not required, unless it is needed for clarification of any issues raised for example on the effectiveness of the producer group's quality management system.</i></p>			
<b>QM</b>	<b>1 3</b>	<b>2</b>	<b>Requirements for Option 1 multisites with implemented QMS</b>		
	(i)	<p>Additionally, does the register contain the following information for each site:</p> <ul style="list-style-type: none"> <li>Relation of the legal entity with the production site (ownership, rented, etc.)?</li> <li>Instead of the producer status, is the production site status included in the internal register?</li> </ul>			
<b>QM</b>	<b>2</b>	<b>MANAGEMENT AND ORGANISATION</b>			
	a)	<p>Is the quality management system (QMS) in place sufficiently robust and does it ensure that the registered producer members or production sites comply in a uniform manner with the GLOBALG.A.P. Standard requirements?</p>			
<b>QM</b>	<b>2 1</b>	<b>Structure</b>			
	a)	<p>Does the structure enable the appropriate implementation of the QMS across all registered producer members and production sites?</p>			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
b)	<p>Does the applicant have a management structure and sufficient suitably trained resources (management and technical capacity) to effectively ensure that the requirements of GLOBALG.A.P. are met by all producers and at all production sites?</p> <p>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.</p> <p>Is evidence of this management review available and verified by the external CB auditor?</p> <p>Is the organizational structure of the group documented and includes individuals responsible for:</p>			
	<ul style="list-style-type: none"> <li>Managing the QMS which is independent from the sites and producers?</li> </ul>			
	<ul style="list-style-type: none"> <li>The internal inspections of each producer member and/or production sites annually (i.e. internal inspector)?</li> </ul>			
	<ul style="list-style-type: none"> <li>The internal audit of the QMS, and verifying the internal inspections (i.e. internal auditor)? 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?</li> </ul>			
	<ul style="list-style-type: none"> <li>Technical advice to the group?</li> </ul>			
c)	Does the management give internal auditors and inspectors sufficient authority to make independent and technically justified decisions during the internal controls?			
<b>QM</b>	<b>2 2 Competency and Training of Staff</b>			
a)	Are the competency requirements, training and qualifications for key staff (those mentioned in 2.1 b) but also any other identified personnel) defined and documented? Do these requirements also apply to external consultants?			
b)	Does the management ensure that all personnel with responsibility for compliance with the GLOBALG.A.P. Standard are adequately trained and meet the defined competency requirements?			
	<ul style="list-style-type: none"> <li>Is internal auditor competence (as set out in the General Regulations Part II, Annex II.1) checked by the management and reviewed by the CB?</li> </ul>			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
	<ul style="list-style-type: none"> <li>Is internal inspector competence (as set out by the General Regulations Part II, Annex II.1) checked by the management and reviewed by the CB.?</li> </ul>			
	<ul style="list-style-type: none"> <li>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?</li> </ul>			
	<ul style="list-style-type: none"> <li>Do technical advisors to the producer group members/company meet the requirements described in the applicable CPCC, depending on the scope of certification (e.g. CB 7.2.1, AQ 5.2.1)?</li> </ul>			
c)	Are records of qualifications and training maintained for all key staff (managers, auditors, inspectors, etc.) involved in compliance with GLOBALG.A.P. requirements to demonstrate competence?			
d)	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)?			
e)	Is there a system in place to demonstrate that key staff are informed and aware of development issues and legislative changes relevant to the compliance to the GLOBALG.A.P. Standard? Is there evidence of induction and annual refreshment trainings for key staff as defined above available?			
<b>QM</b>	<b>3</b>			
	<b>DOCUMENT CONTROL</b>			
a)	Is all documentation relevant to the operation of the QMS for GLOBALG.A.P. adequately controlled? Does the documentation include, but is not limited to:			
	<ul style="list-style-type: none"> <li>The quality manual?</li> </ul>			
	<ul style="list-style-type: none"> <li>GLOBALG.A.P. operating procedures?</li> </ul>			
	<ul style="list-style-type: none"> <li>Work instructions?</li> </ul>			
	<ul style="list-style-type: none"> <li>Recording forms?</li> </ul>			
	<ul style="list-style-type: none"> <li>Relevant external standards, e.g. the current GLOBALG.A.P. normative documents?</li> </ul>			
b)	Are policies and procedures sufficiently detailed to demonstrate compliance of the requirements of the GLOBALG.A.P. Standard?			

Nº		Control Points	Complies (yes/no)	N/A	Justification/Comments
	c)	Are policies and procedures available to the relevant staff and producer group registered members?			
	d)	Is the content of the quality manual reviewed periodically to ensure that it continues to meet the requirements of the GLOBALG.A.P. Standard and those of the applicant?			
	e)	Are relevant modifications of the GLOBALG.A.P. Standard or published guidelines that come into force incorporated into the quality manual within the time period given by GLOBALG.A.P.?			
<b>QM</b>	<b>3 1</b>	<b>Document Control Requirements</b>			
	a)	Is there a written procedure defining the control of documents?			
	b)	Is all documentation reviewed and approved by authorised personnel before issue and distribution?			
	c)	Are all controlled documents identified with an issue number, issue date, review date, and appropriately paged?			
	d)	Are any changes in these documents reviewed and approved by authorised personnel prior to its distribution? Wherever possible, is the explanation of the reason and nature of the changes given?			
	e)	Is a copy of all relevant documentation available at any place where the QMS is being controlled?			
	f)	Is there a system in place to ensure that documentation is reviewed and that following the issue of new documents, obsolete documents are effectively rescinded?			
<b>QM</b>	<b>3 2</b>	<b>Records</b>			
	a)	Does the applicant (group or the Option 1 multisite operation) maintain records to demonstrate effective control and implementation of the QMS, quality manual, and compliance with the requirements of the GLOBALG.A.P. Standard?			
	b)	Are records kept for a minimum of 2 years?			
	c)	Are all records genuine, legible, stored and maintained in suitable conditions, and accessible for inspection as required?			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
d)	Records that are kept online or electronically: If a signature is required in electronic records, is there a password or electronic signature available that ensures the unique reference and authorization of the person signing? If a written signature of the responsible person is needed, is this present? Are the electronic records available during the CB inspections and are back-ups available at all times?			
<b>QM 4</b>	<b>COMPLAINT HANDLING</b>			
a)	Does the applicant (group or the Option 1 multisite operation) have a system for effectively managing customer complaints? Is the relevant part of the complaint system available to the producer members?			
b)	Is there a documented procedure that describes how complaints are received, registered, identified, investigated, followed up, and reviewed?			
c)	Is the procedure available to customers as required?			
d)	Does the procedure cover both complaints to the applicant and against individual producers or sites?			
<b>QM 5</b>	<b>INTERNAL QUALITY MANAGEMENT SYSTEM AUDIT</b>			
a)	Is the QMS for the GLOBALG.A.P. scheme audited at least annually?			
b)	Do internal auditors comply with the GLOBALG.A.P. requirements set in Annex II.1?			
c)	Are the internal auditors independent of the area being audited?			
(i)	Is the person responsible for the day-to-day ongoing management of the QMS not allowed to undertake the internal QMS audits? It is however permitted for the same person to initially develop the QMS and then undertake the required internal annual QMS audit.			
d)	Are records of the internal audit, audit findings, and follow up of corrective actions resulting from audit maintained and available?			
e)	Is the completed QMS checklist with comments for every QMS control point available on-site for review by the CB auditor during the external			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
f)	Has the central management (producer group or multisite company) completed and signed the 'Food Safety Policy Declaration'? Is the signed 'Food Safety Policy Declaration' attached to the QMS checklist? In case the 'Food Safety Policy Declaration' is not signed at QMS level, has each producer member completed and signed the 'Food Safety Policy Declaration' and is it attached to the internal inspection checklists? Completion and signature of the 'Food Safety Policy Declaration' is a commitment to be renewed annually for each new certification cycle.			
g)	Where the internal audit is not performed in one day but continuously over a 12-month period, is there a pre-defined schedule in place? (N/A for the initial external audit.)			
<b>QM 6</b>	<b>INTERNAL PRODUCERS AND PRODUCTION SITES INSPECTIONS</b>			
a)	Are inspections carried out at each registered producer (and corresponding production sites) or production site at least once per year against all the relevant GLOBALG.A.P. Control Points and Compliance Criteria?			
b)	Does internal inspections timing follow the rules defined in general and scope specific rules?			
c)	Internal inspectors, comply with the requirements set in the General Regulations Part II, Annex II.1?			
d)	Are internal inspectors independent of the area being inspected and are not inspecting their own daily work?			
e)	Are new members of the group and new production sites of the Option 1 multisite always internally inspected and approved prior to them entering into the internal GLOBALG.A.P. register?			
f)	Are the original inspection reports and notes maintained and available for the CB inspection?			
g)	Does the inspection report contains the following information: • Identification of registered producer and production site(s)? • Signature of the registered producer or production site responsible? • Date of the inspection? • Inspector name?			

Nº		Control Points	Complies (yes/no)	N/A	Justification/Comments
		<ul style="list-style-type: none"> <li>Registered products?</li> </ul>			
		<ul style="list-style-type: none"> <li>Evaluation result against each GLOBALG.A.P. control point?</li> </ul>			
		<ul style="list-style-type: none"> <li>Does the checklist include details of what was verified in the comments section for the:               <ol style="list-style-type: none"> <li>Major Musts control points that are found to be compliant</li> <li>Major Musts and Minor Musts control points that are found to be non-compliant</li> <li>Major and Minor Musts control points that are found to be non-applicable (unless a checklist is issued by GLOBALG.A.P. that pre-determines which control points and compliance criteria shall be commented on)?</li> </ol>               This is needed to enable the audit trail to be reviewed after the event.             </li> </ul>			
		<ul style="list-style-type: none"> <li>Details of any non-compliances identified and time period for corrective action?</li> </ul>			
		<ul style="list-style-type: none"> <li>Inspection result with calculation of compliance level?</li> </ul>			
		<ul style="list-style-type: none"> <li>Duration of the inspection?</li> </ul>			
		<ul style="list-style-type: none"> <li>Name of Internal auditor who approved the checklist?</li> </ul>			
	h)	Does the internal auditor (or audit team; see GR II, 2.2 b)) make the decision on whether the producer or site is compliant with the GLOBALG.A.P. requirements, based on the inspection reports presented by the internal inspector?			
	i)	In case there is only one internal auditor who also performs the internal inspections, does another person, e.g. management representative identified in the QMS, approve the internal inspections?			
	j)	Where the internal inspections take place continuously over a 12-month period, is there a pre-defined schedule in place? (N/A for the initial external audit.)			
QM	7	<b>NON-COMPLIANCES, CORRECTIVE ACTIONS, AND SANCTIONS</b>			

N°	Control Points	Complies (yes/no)	N/A	Justification/Comments
a)	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 QMS?			
b)	Are there documented procedures for the identification and evaluation of non-compliances to the QMS of the group/Option 1 multisite operation or to its producer members/production sites?			
c)	Are the corrective actions following non-compliances evaluated and a timescale defined for action?			
d)	Are the responsibilities for implementing and resolving corrective actions defined?			
e)	Does the QMS operate a system of sanctions and non-conformances with their producers or production sites that meet the requirements defined in the GLOBALG.A.P. General Regulations Part I? In case of contractual non-conformances (e.g. not complying with one of the QMS internal policies), does the QMS decide the corresponding sanctions?			
f)	Does the applicant have mechanisms in place to notify the GLOBALG.A.P. approved certification body immediately of suspensions or cancellations of registered producers or production sites?			
g)	Are records maintained of all sanctions including evidence of subsequent corrective actions and decision-making processes?			
<b>QM 8</b>	<b>PRODUCT TRACEABILITY AND SEGREGATION</b>			
a)	Is there a documented procedure for the identification of registered products and to enable traceability of all products, both conforming and non-conforming to the applicable production sites? Has a mass balance exercise been carried out, at least annually, per product, to demonstrate compliance within the legal entity (see points e) to k))?			
b)	Are products meeting the requirements of the GLOBALG.A.P. Standard and marketed as such, handled in a manner that prevents mixing them with non-GLOBALG.A.P. approved products? This can be done via physical identification or product handling procedures, including the relevant records.			

N°	Control Points	Complies (yes/no)	N/A	Justification/Comments
c)	<p>Are there effective systems and procedures in place to negate any risk of mis-labeling of GLOBALG.A.P. certified and non-GLOBALG.A.P. certified products?</p> <p>Are GLOBALG.A.P. products entering the process (either from producer members/production sites or from external sources) immediately identified with the GGN or any other reference that is clearly explained in the company policy and provides a unique reference to the certification status? Is this reference used on the smallest individually identified unit?</p>			
d)	<p>In case of parallel production/parallel ownership, does the QMS ensure that all final ready-to-be-sold products (either from farm level or after product handling), originating from a certified production process are correctly identified with a GGN?</p> <p>In case of Option 2, it can be the GGN of the group, the GGN of the group member who produced the product, or both GGNs. In case group members pack and label product, the producer group may require from those members to include the GGN of the group, with or without the GGN of the member producer.</p> <p>In case of Option 1 multisite, is it the GGN of the individual producer?</p> <p>Is the GGN used on the smallest individually packed unit, regardless if it is a final consumer packaging or not?</p> <p>Is the GGN not used to label non-certified products?</p> <p>N/A only when there is a written agreement available between the applicant and its client not to use the GGN on the ready to be sold product. This can also be a client's own label specification where a GGN is not included.</p>			
e)	<p>Is there a final documented check to ensure correct product dispatch of certified and non-certified products?</p>			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
f)	<p>Does all transaction documentation (sales invoices, other sales related, dispatch documentation, etc.) related to sales of certified product include the GGN of the certificate holder and a reference to the GLOBALG.A.P. certified status?</p> <p>This is not obligatory in internal documentation. Positive identification is enough (e.g. “GGN_GLOBALG.A.P. certified &lt;product name&gt;”). Indication of the certified status is obligatory regardless if the certified product is sold as certified or not. This cannot be checked during the initial (first ever) audit because the producer group/company is not certified yet and cannot make a reference to the GLOBALG.A.P. certified status before the first positive certification decision.</p> <p>N/A only when there is a written agreement available between the producer group/company and its client not to identify the GLOBALG.A.P. status of the product and/or the GGN on the transaction documents.</p>			
g)	<p>Are procedures established, documented, and maintained appropriately to the scale of the operation, for identifying incoming certified and non-certified products from members of the group or sites of the Option 1 multisite producer or purchased from different sources (i.e. other producers or traders)? Do records include:</p> <ul style="list-style-type: none"> <li>• Product description?</li> <li>• GLOBALG.A.P. certification status?</li> <li>• Quantities of product(s) incoming/purchased?</li> <li>• Supplier details?</li> <li>• Copy of the GLOBALG.A.P. certificates, where applicable?</li> <li>• Traceability data/codes related to the incoming/purchased products?</li> <li>• Purchase orders/invoices received by the organization being assessed?</li> <li>• List of approved suppliers?</li> </ul>			
h)	<p>Are sales details of certified and non-certified products recorded, with particular attention to quantities delivered/sold as certified and descriptions provided?</p>			

N°	Control Points	Complies (yes/no)	N/A	Justification/Comments
i)	<p>Are quantities (including information on volumes or weight) of certified and non-certified incoming, outgoing and stored products recorded and a summary maintained so as to facilitate the mass balance verification process?</p> <p>Do the documents demonstrate the consistent balance between certified and non-certified input and the output?</p> <p>Is the frequency of the mass balance verification defined and appropriate to the scale of the operation (but it is done at least annually per product)?</p> <p>Are documents to demonstrate mass balance clearly identified? No N/A.</p>		<del>X</del>	
j)	Do the PHUs included in the QMS certification scope operate procedures which enable registered products to be identifiable and traceable from receipt, through handling, storage and dispatch?			
k)	Are conversion ratios calculated and available for each relevant handling process? Are all generated product waste quantities recorded?			
l)	Is this section audited both internally and externally also at PHU level, while PHUs are in operation?			
<b>QM 9</b>	<b>WITHDRAWAL OF CERTIFIED PRODUCT</b>			
a)	Are there documented procedures in place to effectively manage the withdrawal of registered products?			
b)	Do the procedures identify the types of event which may result in a withdrawal, persons responsible for taking decisions on the possible withdrawal of products, describe the mechanism for notifying customers and the GLOBALG.A.P. approved certification body and methods of reconciling stock?			
c)	Is the procedure capable of being operated at any time?			
d)	Is the procedure tested in an appropriate manner at least annually to ensure that it is effective? Are records of the test retained?			
<b>QM 10</b>	<b>SUBCONTRACTORS</b>			
a)	Are there procedures to ensure that any services subcontracted to third parties are carried out in accordance with the requirements of the GLOBALG.A.P. Standard (see control point AF 5.1)?			

Nº	Control Points	Complies (yes/no)	N/A	Justification/Comments
b)	Are records maintained to demonstrate that the competency of any subcontractor is assessed and meets the requirements of the standard?			
c)	Do subcontractors work in accordance with the applicant's QMS and relevant procedures and is this specified in service level agreements or contracts?			
<b>QM 11</b>	<b>REGISTRATION OF ADDITIONAL PRODUCERS OR PMUS TO THE CERTIFICATE</b>			
a)	If new producers/production sites are added to the list of approved producers/production sites, are internal approval procedures in accordance with the General Regulations Part II being met?			
b)	Has the group immediately updated the CB on any addition or withdrawal of producers or production sites to/from the list of approved producers?			
<b>QM 12</b>	<b>LOGO USE</b>			
a)	<p>Does the producer group/company use the GLOBALG.A.P. word, trademark or logo and the GGN according to the General Regulations and the 'GLOBALG.A.P. Sublicense and Certification agreement'?</p> <p>Are the GLOBALG.A.P. word, trademark, or logo never placed on the final product, on the consumer packaging, or at the point of sale?</p> <p>NOTE: The certificate holder can use any and/or all in business-to-business communication.</p> <p>The GLOBALG.A.P. trademark may be used on Compound Feed Manufacturing (CFM) certified feed, on GLOBALG.A.P. certified plant propagation material, on IFA certified aquaculture inputs (e.g. ova, seedlings, etc.), and on IFA certified livestock inputs (e.g. chicks) that are used as inputs for the production of the final products (as listed in the GLOBALG.A.P. product list), are not intended to be sold to final consumers, and will not appear at the point of sale to final consumers.</p>			
b)	Are the GLOBALG.A.P. word, trademark, or logo not in use during the initial (first ever) audit?			



## GLOBALG.A.P. CERTIFICATION APPLICATION

F01PR007 [QMS: LEVEL 3]  
Version 2.2 [Issue date: 5/5/2020]

## By HEIACert use only:

Date of Receipt:	Registration No. /Client ID:
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The following by applicant use: *[Please if you have any inquiries or need more clarification, please contact us]*

## 1. Applied for:

Certification	<input type="checkbox"/> GLOBALG.A.P. Integrated Farm Assurance (IFA) V5 - Crop Base (CB) - Fruit and Vegetables (FV)		
GRASP Assessment	<input type="checkbox"/> GLOBALG.A.P. Risk Assessment on Social Practice (GRASP) - Fruit and Vegetables (FV) <i>"if you tick for GRASP Assessment, fulfill Annex 2 is required"</i>		
Certification Options:	<input type="checkbox"/> Option 1 - Individual Producer [One Site] <input type="checkbox"/> Option 1 - Individual Producer Multisite without QMS <input type="checkbox"/> Option 1 - Individual Producer Multisite with QMS <input type="checkbox"/> Option 2 - Producer Group <i>"if you tick this option, fulfill Annex 1 is required"</i>		
Application Type:	<input type="checkbox"/> New Application (First time with HEIACert) <input type="checkbox"/> Renewal Application with HEIACert <input type="checkbox"/> Extension Application.		
Request for a Pre-Assessment Visit	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expected an Assessment (Inspection) within	

## 2. Company/Producer General Information of Legal Entity

## 2.1. The Company/Producer

Name*			
Address*			
Physical Address* <i>(if different)</i>			
Postal Address* <i>(if different)</i>	Postal Code *		
State or province/City*	Country *		
E-mail Address	VAT Number		
Phone Number	Fax number		
GPS Coordinates*	Latitude	<input type="checkbox"/> North <input type="checkbox"/> East	
	Longitude		

## 2.2. The Contact person/Representative information

Full Name*	Title *
E-mail address*	Mobile number*

## 2.3. Previous Certificates

Are you certified before according to the GLOBALG.A.P.?  Yes     No  
 > if your answer (Yes), Kindly explain the following: *[Please send a copy of certificate]*

CB Name*	GGN*
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- Failure to do so will result in a surcharge on the registration fee of **EURO 100** to Option 1.
- Failure to do so will result in a surcharge on the registration fee of **EURO 500** to Option 2.

## 2.4. Transferred from another CB or Using different CBs

Are you currently certified by another CB or apply for GLOBALG.A.P Certification by more than one CB?  Yes     No  
 > if your answer (Yes), Kindly explain the following: *[Please send a copy of certificate]*

CB Name*	Certificate No.*
GGN*	Certification Option*
Certified Crops*	

## 2.5. Level of data release on the GLOBALG.A.P. database \*

*"Not required if applied for GRASP Assessment ONLY"*

Do you agree that your Company/Producer address (street name, house number, postal code) is visible to the public on the database of GLOBALG.A.P?

Yes  No

▪ (for more clarification see the document "Database Access Rules" on ([www.globalgap.org/documents](http://www.globalgap.org/documents)))

2.6. Residue Monitoring System (RMS) Program \*

"Not required if applied for GRASP Assessment ONLY"

Do you participate in the program?  Yes  No

➤ If your answer (Yes), Kindly explain which crops and type of sampling in the following:

Crops *	Sampling Type * "2 <sup>nd</sup> or 3 <sup>rd</sup> Party"

(\*): Mandatory information

(VAT): Number is a legal registration by country if requested by National Interpretation Guidelines. This number is only used for internal verification to avoid double registration.

2.7. Subcontracted activities \*

(e.g. crop protection product application, harvesting, packing, storage, post-harvest treatment...)

Do you have any subcontracted activities?  Yes  No

➤ if Your answer (Yes), Kindly explain any Subcontracted activities:

#	Type of the Activity	Subcontractor Name	Address	Explanation

2.8. Do you buy any Certified Products from External Source? \*

"Not required if applied for GRASP Assessment ONLY"

Yes  No

➤ if Your answer (Yes), Kindly define this product:

Crops	GGN	Certificate Validity		Crops	GGN	Certificate Validity	
		From	To			From	To

3. Information Regarding Parallel Production(PP) or Parallel Product Ownership(PO) \*

"Not required if applied for GRASP Assessment ONLY"

3.1. Parallel Production (farmer produces the same product partly as certified and partly as non-certified)

Do you have a Products with Parallel Production (PP)?  Yes  No

➤ if Your answer (Yes), Kindly explain the following:

Crops	Area (ha)		Crops	Area (ha)	
	Covered	Non-covered		Covered	Non-covered

3.2. Parallel Ownership (producers buy non-certified products of the same products they grow under certified production)

Do you have a Products with Parallel Ownership (PO)?  Yes  No

➤ If your answer (Yes), the products with parallel ownership is

4. Product handling units (PHU) \*

Do you have product handling?  Yes  No

➤ If your answer (Yes), please complete the following:

#	Site Name	Physical Address, City, and Country	Postal address and Postal code	Coordinates Longitude Latitude	Crops	Process (e.g. Storage, Trimming, Packing, ...)	Country of Destination	Certified recognized by GFSI (BRC, IFS, GAP...)	If the answer is Yes complete that details: Standard, Certificate No., Valid from and Valid to
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	



# GLOBALG.A.P. CERTIFICATION APPLICATION

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Version 2.2 [Issue date: 5/5/2020]

5. Production sites and Crops information included in GLOBALG.A.P. \*  
*applied for GRASP Assessment ONLY*

*"this table is not required if*

Site No.	Site Name	Physical Address, City, and Country	Postal address and Postal code	Coordinates Longitude Latitude	Crops	Crop Variety	Harvest Period	Production Area (ha)		Mark (√) if applicable		Perennial Crops (Area/ha)		Country of Destination and Customer Type	Exclusion of	
								Covered	Non Covered	PP	PO	First Harvest	Further Harvest		Harvest	Handling
1																
2																
3																
4																
5																
6																
7																
8																
<b>Total Area(ha)</b>																

**Notes:**

- Please fill in all relevant fields in this form for the individual producer (one site, multisite without QMS, multisite with QMS). IF NECESSARY, copy another page and fill in.
- Registration fees are based on the production area registered on GLOBALG.A.P. Data Base.
- Produce handling: - Low Risk produce handling activities on-farm, i.e., packing, storage, chemical treatments, trimming, washing, or any other handling where the product may have physical contact with other materials or substances.
- If produce handling is included, kindly indicate whether it takes place in-field ("in-field") or in a facility ("facility")
- The area in production and to be harvested shall be registered as "First Harvest", and the non-harvestable (non-producing within certification cycle) for perennial/ tree crops area - for Vegetable Any surface that is used more than once in an annual certification cycle (e.g. In a greenhouse where first tomatoes are grown and afterward lettuce, then lettuce is considered a second crop) as "Further Harvest".
- Production Site: A production area (e.g. fields, plots, farm, field, orchard, greenhouse, etc.) That is owned or rented and ultimately managed by one legal entity, and where the same input factors (e.g. water supply, workers, equipment, stores, etc.) are used.
- Field (Homogeneous Crop Unit), plot, orchard, or greenhouse: Separate units of land within a production location, which summed up as a whole, form a production unit.
- Covered crop (Crop produced in a greenhouse (structure in plastic, glass, or other similar materials), accessible by persons (walk-in possible), not including individual plant/tree covers, nets, low tunnels, or hail protection).
- non-covered crop (Any other form of production is considered, open field )

Total Registered Covered Production area (ha):		Total Parallel production area (ha):	
Total Registered Non-Covered Production area (ha):			
Total Registered Production Area (ha) [Covered and Non-Covered]			
		Total Production/Crops per (ha):	

**6. Supporting Documents to be attached to the Application: \***

Please ensure that the following documents are submitted together with the application where appropriate:

Copy of GFSI Certificate <i>(GLOBALG.A.P., BRC, copy of external audits or certification covering social practices "if applicable")</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The legal entity for the farm	<input type="checkbox"/> <b>Ownership contract</b> <input type="checkbox"/> <b>Rent contract</b> <input type="checkbox"/> <b>Possession</b>
The legal entity for the company	<input type="checkbox"/> <b>Commercial Registration</b> <input type="checkbox"/> <b>Tax Card</b> <input type="checkbox"/> <b>VAT</b>

**7. Unannounced Reward Program \***

Do you request to participate in the program?  Yes  No

▪ (for more clarification Check [www.globalgap.org/documents](http://www.globalgap.org/documents))

**DECLARATION**

*The Company/Producer named above applies regarding the scope(s) set out in this application:*

1. I declare that; commit myself to meet the requirements set forth in the GLOBALG.A.P. General Regulation and/or GRASP General Rules "if applied for a GRASP Assessment", including the payment of the registration/assessment Fee established by GLOBALG.A.P, and that the information and any documents concerning as detailed in this application herein, is correct and accurate to the best of my knowledge.
2. I declare to comply with the applicable and current version of the GLOBALG.A.P. Standard (control points and compliance criteria) and General Regulations, which is available from [www.globalgap.org](http://www.globalgap.org).
3. I agreed to comply with the requirements for assessment/certification and to supply any information as needed for assessment of our application, operation, and/or product to be certified.
4. I make all necessary arrangements for the conduct of the assessment, including provision for examining documentation and access to all areas, records, and personnel for the purpose of assessment.
5. I commit to comply with the certification/assessment requirements at all times, the communication of data updates to the HEIACert.
6. I undertake that, we will pay all fees due to HEIACert within the agreed time, whether or not certification is granted. Moreover, the payment of the applicable fees established by GLOBALG.A.P.
7. If we are not able to provide the required data and documents within the agreed time (max. one month from the date of receipt this application), a new certification application has to be submitted.
8. I declare that we do not engage any consultancy from HEIACert on the product intended for this application.

*This declaration is part of the contract signed between the applicant and HEIACert.*

.....  
Responsible for Legal entity Name

.....  
Signature

*Producer Stamp*

Date Signed:



# GLOBALG.A.P. CERTIFICATION APPLICATION

F01PR007 [QMS: LEVEL 3]  
Version 2.2 [Issue date: 5/5/2020]

This enclosed For HEIACert use ONLY

This Application is:	
Approved by	
Date of Application Approved	
In the case of the Company/Producer without GLOBALG.A.P. Number (GGN):	
GGN	Date of GGN Received
Registered by	

