

AGRO 2-1

STANDARD

Management of Rural Environment - Integrated Management in Agricultural Production Part 1: Specification



HELLENIC AGRICULTURAL
ORGANIZATION - DEMETER

MINISTRY OF RURAL DEVELOPMENT AND FOOD

HELLENIC AGRICULTURAL ORGANISATION - DEMETER



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Introduction

Respect for the environment, quality and competitiveness of agricultural products are the three principles that modern agriculture is called upon to adhere to.

Integrated Management in agricultural production means balanced care for the environment and the quality of products.

One of the most important advantages of integrated production management is the minimisation of inputs through the introduction of innovative precision technologies in agriculture, but mostly due to the scientific justification (documentation) of the interventions' implementation. Apart from reducing product production costs, the reduction of inputs contributes to reducing the burden on the environment.

The development of Integrated Management is supported by a Supervisor-Agriculture Advisor, who draws up the management plans, procedures, instructions and other documents, monitors their implementation and informs the agricultural holding's administration on the development progress.

The AGRO 2-1 and AGRO 2-2 standards set out the requirements that can be objectively inspected by independent Certification Bodies to ensure production of Integrated Management products.

The starting point for the implementation of the AGRO 2-1 and 2-2 standards is mandatory compliance with all their legal requirements (mandatory requirements). Moreover, special requirements are set to ensure the quality and safety of the products, and the protection of the environment and of the farmers' health (essential requirements).

There are also requirements whose application constitutes an objective for continuous improvement; such application can be achieved by gradual compliance and always in accordance with the agricultural holding's planning.

The implementation of the Integrated Management is based on the following stages:

- 1) Definition of policy (of the agricultural holding);
- 2) Planning;
- 3) Implementation;
- 4) Control;
- 5) Review;
- 6) Continuous Improvement.

The AGRO 2-1 standard does not set absolute requirements for environmental achievements, other than the commitment of the agricultural holding that its policy shall include:

- Adherence to legal requirements.
- Continuous improvement.

This standard makes it easier for agricultural holdings to develop their own environmental and quality policy for agricultural products, which is possible through the achievement of specific objectives and compliance with the mandatory and essential requirements.

Achieving the objectives allows the agricultural holding to request official recognition of its compliance with the requirements. This makes it easier to evaluate the effectiveness of the procedures it has implemented so that it can adjust its objectives through continuous improvement.

Compliance with the AGRO 2-1 and 2-2 standards as recognised by independent accredited Certification Bodies through valid certification procedures enables the agricultural holding to utilise it as a means to

prove that it has introduced and applies Integrated Management and produces Integrated-Management-certified products.

The requirements of the standard include the phrases "", "must" and "it is recommended" and include the following:

It is obliged to apply the legal and regulatory requirements relevant to the agricultural holding's activity.

It must comply with those essential requirements that are not a legal obligation, but rather are of technical nature.

It is recommended the agricultural holding to select measures that ensure implementation of continuous improvement of the Integrated Management.

1. Subject - Scope

This standard sets the requirements for planning and implementing a management system in agriculture, imposing terms that respect and protect the environment and ensure the quality of products.

The AGRO 2-1 standard is always applied in combination with the AGRO 2-2 standard and is optional.

The AGRO 2-1 and 2-2 standards are applicable to agricultural holdings of one or more farmers-members.

The AGRO 2-1 and AGRO 2-2 standards are applicable to each agricultural holding irrespective of size, type of crop, headquarters or national origin of the producers.

Standards AGRO 2-1 and 2-2 are applied by:

- a) agricultural holdings engaging in the cultivation of agricultural products of plant origin, either on their own behalf or on behalf of third parties;
- b) businesses¹ which dispose Integrated Management products in the market (private label products);

This standard, in combination with standard AGRO 2-2, can be applied to any agricultural holding wishing to:

- a) plan, implement and observe specific specifications on the cultivation of Integrated Management products;
- b) ensure that the above specifications are implemented by carrying out self-checks and evaluating itself on how it complies with the standards' requirements;
- c) prove such compliance to interested parties;
- d) obtain certification for implementation of the standards' requirements.

¹ For the purpose of standards AGRO 2-1 and 2-2, every business applying the standards is referred to as an "agricultural holding" as per the definition under paragraph 2.2.

2. Definitions

The following definitions apply for this standard.

2.1 Agricultural holding

Every entity (natural person, legal entity or consortium, with or without legal personality, enterprise or organisation, whether for profit or non-profit, in the private or public sector) engaging in the production and/or trade of agricultural products, which operates and is managed independently.

2.2 Head of the agricultural holding

The individual that has been assigned in a legal and recognised manner to act as a representative of the administration of the agricultural holding, specifically as regards compliance with standards AGRO 2-1 and 2-2.

2.4 Supervisor-Agriculture Advisor of the agricultural holding

a) An individual, holder of a tertiary education diploma (officially recognised, domestic or foreign) who is an Agronomist, entered in the register of Agricultural Advisors (AA) of ELGO-DEMETER in respect of the subject field that includes Integrated Management; or

b) a legal entity employing at least two (2) holders of a tertiary education diploma (officially recognised, domestic or foreign) who are Agronomists, that is entered in the register of Bodies Providing Agricultural Advises (BPAA) of ELGO-DEMETER in respect of the subject field that includes Integrated Management. BPAA's Agronomists must also be entered in the ELGO-DEMETER register in respect of the subject field that includes Integrated Management.

2.5 Continuous improvement

The procedure for upgrading the Integrated Management of an agricultural holding in order to improve its performance within the context of its policy and set objectives.

NOTE: It is not necessary that this procedure take place at the same time in all fields of activity of the agricultural holding.

2.6 Environment

The area where the agricultural holding operates, including water, air, earth, natural sources of raw materials, flora and fauna, people and the relations between all of them.

2.7 Environmental issue

Element of the agricultural holding's activities that may interact with the environment.

NOTE: An important environmental issue means one that has or could have a significant impact on the environment.

2.8 Environmental impact

Any change to the environment that is due partly or wholly to the agricultural holding's activities.

2.9 Policy of the agricultural holding

Written statement of the agricultural holding including its principles, intentions and actions in order to improve the performance of the Integrated Management, with the aim of achieving the aims and objectives set.

2.10 Aim

A generally sought result that forms a component of the agricultural holding's policy, to the achievement of which the holding has committed itself and which is quantified where practically possible.

2.11 Objective

A concrete requirement related to the Integrated Management performance, resulting from the purposes set, which is quantified where practically possible and includes the whole or part of the agricultural holding; this requirement needs to be defined and achieved as a pre-requisite for the achievement of the above-mentioned purposes.

2.12 Integrated Management

The sum of procedures and processes that interact with each other and enable an agricultural holding to plan and implement a policy that contributes to the production of quality and safe products, with respect for the environment and aiming for sustainability.

2.13 Integrated Management inspection

The systematic and documented process of objective evaluation of the agricultural holding regarding its compliance with the Integrated Management inspection criteria set by an independent and accredited Certification Body, but also in order to provide notification of the results of this inspection to the Head of the agricultural holding.

2.15 Cultivation period

The period from the commencement of cultivation activities until harvest.

2.16 Traceability

The ability to determine where the agricultural product was produced and its history after production, by means of specific recording and identification procedures.

2.17 Agricultural product specifications

The characteristics (qualities) of a product as defined by legal requirements (national and Community law) or from optional requirements that the agricultural holding chooses to apply (which are stipulated in its policy, optional standards, client requirements or contracts).

3. References to standards

3.1 AGRO 2-2: Management of the Rural Environment - Integrated Management for Agricultural Production, Part 2: Requirements applicable to crop production.

3.2 AGRO 2-3: Management of the Rural Environment - Integrated Management for Agricultural Production, Part 3: Requirements for the standardisation/packing and/or disposal in the market of Integrated Management products.

3.3 Standard AGRO 2-1 provides the terms and provisions relevant to the following standards, as in force:

ISO 9001: Quality systems - Model for quality assurance in design, development, production, installation and service.

ISO 14001: Environmental management systems - Requirements with guidance for use.

ISO 19011: Guidelines for quality and/or environmental management systems auditing.

4. Requirements of the Integrated Management in agricultural production

4.1 General requirements

If it wishes to establish and maintain an Integrated Management, the agricultural holding **must** satisfy the requirements described in Chapter 4.

4.2 Policy

The agricultural holding's administration **must** define and document a policy for the implementation of Integrated Management, which corresponds to the nature and size of the agricultural holding, as well as to the type of environmental impact related thereto.

The policy **must** include a commitment to comply with the relevant legislation and regulations, the agricultural product specifications and any additional requirements that may have been set.

The Supervisor-Agriculture Advisor of the agricultural holding **must** draw up a working text which shall act as policy, and it shall be decided by the holding's administration whether it shall be timely notified to the farmers-members of the holding; the Supervisor-Agriculture Advisor shall also monitor whether the policy is correctly applied by them.

The document of the policy **must** describe the crops for which Integrated Management will apply; it must be signed by the Head of the agricultural holding; it must bear a date of publication and it must be displayed in at least one prominent place of the agricultural holding.

The agricultural holding's administration **must** direct, in the context of the Integrated Management, its policy towards the following main points:

1. Fulfilment of legal obligations related to the environment and the agricultural products in terms of the manner of production, their specifications and any additional requirements that may have been set.
2. Prevention of pollution and continuous improvement of the procedures related to

environmental management and the quality of the products.

3. Fulfilment of legal obligations in relation to environmental, social security and labour law, and in particular those related to the prohibition of child labour and those ensuring appropriate working conditions.

4.3 Planning

4.3.1 Environmental issues

The agricultural holding **must** develop and apply procedures for the detection of environmental issues related to it and receive regular updates from the local and peripheral authorities and from environmental and other bodies.

Information on environmental issues **must** be documented and constantly updated.

NOTE: The main general environmental issues related to the practice of agriculture in Greece as well as the main impacts that are likely to be observed are listed in Annex A of the AGRO 2-2 standard: Management of the Rural Environment - Integrated Management for Agricultural Production, Part 2: Requirements applicable to crop production.

4.3.2 Legal and other requirements

The agricultural holding **must** establish and maintain procedures for keeping up-to-date on legal requirements and the evaluation and approval or non-approval of customers' and other third parties' relevant requirements.

The agricultural holding **must** have available, in paper or electronic form, the legislation that is relevant to its products and the local environment.

Special reference **must** be made to the need to comply with the specifications describing production operations related to environmental issues and included in the improvement program.

4.3.3 Aims and objectives

Aims and secondary objectives **must** be defined in the context of planning, as far as the policy implementation is concerned; these

aims and objectives must be clearly described, realistic and must be documented.

The initial choice of aims **must** be made after mapping the existing situation in the agricultural holding and its activities, after which they must be prioritised in order to define the individual objectives.

4.3.4 Improvement program

The Supervisor-Agriculture Advisor **must** draw up and maintain an improvement program for the achievement of the aims and individual objectives of the agricultural holding. The time frame for achieving a target shall range from one (1) cultivation period until up to three (3) cultivation periods and shall depend on its necessity and on the agricultural holding's ability to respond to its implementation. The improvement program may have the form of integrated requirements in the Management Plans.

The Supervisor-Agriculture Advisor **must** draw up an improvement program aimed at achieving the aims and individual objectives during each cultivation period.

The improvement program **must** include, among other things:

- a) sharing of responsibilities in order to achieve the aims and objectives;
- b) the means (economic, human resources, technological) required to achieve the aims and objectives;
- c) the anticipated time required to implement them.

Care **must** be taken in the case of new operations (e.g. new techniques, new methods or services) or any changes to the existing operations or processes in order for them to be added to the existing improvement program or to its amended or revised version, so that new needs are fulfilled.

4.4 Implementation of the improvement program

4.4.1 Organisation and responsibilities

The agricultural holding **must** appoint the Head and Supervisor-Agriculture Advisor of the agricultural holding in order to implement the requirements of the Integrated Management. Such appointment **must** be documented.

The Supervisor-Agriculture Advisor **must** lawfully contract with the agricultural holding in the form of a private agreement/contract stipulating the responsibilities undertaken by him or her. The duties of the Supervisor-Agriculture Advisor include drawing up procedures, management plans, the improvement program and other documents required for the implementation of standards AGRO 2-1 and 2-2, the documentation thereof, internal inspection, training farmers and employees of the agricultural holding, monitoring and observing the requirements set.

The agricultural holding **must** employ at least one (1) Supervisor-Agriculture Advisor (AA or Bodies Providing Agricultural Advises (BPAA) for up to:

- 200 farmers (AA) or
- 400 farmers (BPAA with the minimum capacity required).

The agricultural holding **must** clearly determine the work and in general the duties of every Supervisor-Agriculture Advisor (AA and/or every AA employed by an BPAA), e.g. the locations/farmers supervised by each one.

The above limits shall apply cumulatively for every Supervisor-Agriculture Advisor (AA and/or every AA employed by an BPAA) who is substantiated to be engaging in Integrated Management for more than one holding (taking into consideration the minimum capacity required in the case of BPAAs).

There **must** be an organisation chart for the agricultural holding in relation to the Integrated Management, and the responsibilities of involved parties must be defined.

Farmers who are members of the agricultural holding **must** lawfully contract with the holding (private agreements/contracts). More specifically, the above-mentioned private

agreements/contracts must include the following:

- farmer's name and TIN;
- commitment to comply with the requirements of the Integrated Management in accordance with standards AGRO 2-1 and 2-2;
- penalties applicable in the event of non-compliance with the requirements of the Integrated Management or other internal requirements.

The assignment of tasks relevant to the crop or any kind of product handling on behalf of the agricultural holding or the farmers-members thereof (e.g. the assignment of spraying, crop management, cultivation works, storage, etc.) **must** be documented by means of a relevant authorisation or private agreement. As regards works assigned to third parties, it must be ensured that the requirements of the Integrated Management are constantly complied with in accordance with standards AGRO 2-1 and 2-2.

At the beginning of each cultivation period, the agricultural holding **must** update and maintain a detailed list of its farmers-members that includes at least the following: full name, TIN, agricultural parcel code number/agricultural parcels official cartographic background (IACS), number of acres per agricultural parcel, crop type, variety, location-name of the Municipality and Periphery, total number of agricultural parcels and acres of the farmer). If there is no IACS code, then reference must be made to the code given to each agricultural parcel within the framework of Integrated Management.

NOTE: The aforementioned list must comply with the specimen of Annex A of this standard.

The Supervisor-Agricultural Advisor **must** have competence and responsibility to do the following:

- a) draw up the improvement program for the agricultural holding (with all individual Management Plans included therein);
- b) maintain documents related to the application of the Integrated Management;
- c) inform the Head of the agricultural holding about the suitability and, in particular, the effectiveness of the Integrated

Management, either in the form of a review or as a basis for the it's improvement.

The administration of the agricultural holding **must** provide the necessary resources for the implementation and audit of the Integrated Management, including technological and financial means, as well as trained staff.

4.4.2 Training of staff

The agricultural holding **must** identify the training/retraining needs of those working on the agricultural holding, which should be fulfilled through the drawing up and implementation of a yearly educational program.

Records of the education/training/retraining **must** be kept.

Each farmer **must** be trained at least once every three years on the following:

- a) Fundamental principles of the operation of the Integrated Management and the responsibilities of farmers.
- b) Proper application of crop care.
- c) Proper application of plant protection, nutrition – fertilisation and irrigation of crops.
- d) Safe use and storage of plant protection products and fertilisers.
- e) Traceability process, harvesting rules, basic hygiene and safety regulations during product handling.
- f) Safe use of agricultural equipment.
- g) Hygiene and safety of the staff of the agricultural holding and compliance with the legal requirements relevant to the prohibition of child labour and the observance of appropriate working conditions.

4.4.3 Communication

The agricultural holding **must** establish and maintain procedures for internal communication between all employees on the agricultural holding, as well as for the documentation of relevant communication with external interested parties (customers,

responsible authorities, the Certification Body, "ELGO-DEMETER" or other interested parties), and responses to such.

4.4.4 Documentation

Documents **must** be kept, in paper or electronic form, that describe the main parts of the Integrated Management and guide the monitoring (through documents) of the agricultural holding's operation.

The connections-relations between the various main parts of the agricultural holding as well as the procedure for their location and the place where they can be found **must** be clearly described.

The holding **must** establish and maintain:

- a) an Integrated Management Manual that includes a brief description of the agricultural holding and of the Integrated Management, with reference to the Processes and Management Plans included in the Manual;
- b) the Procedures required to implement the Integrated Management;
- c) the Management Plans required to implement the Integrated Management;
- d) the guidelines and other documents considered necessary to implement the Integrated Management.

The above documents and files must be kept in paper or electronic form.

4.4.5 Document handling status

The agricultural holding **must** establish and maintain a procedure for the drawing up and control of all Management Plans, Procedures, other documents and data related to the requirements of Integrated Management.

The agricultural holding **must** ensure that:

- a) these documents can be easily and immediately found upon request;
- b) the documents are periodically reviewed, and that there is a new, revised version whenever considered necessary due to changes to the legal status, the

requirements of the contracts, technological developments or any other reason;

- c) the current versions of these documents are kept by the agricultural holding and are available for any audit;
- d) all documents are legible, dated, bear the name of the person that approved them, and are identifiable.

An updated list of documents **must** be kept.

4.4.6 Operating principles of the agricultural holding

The agricultural holding **must** ensure that:

- a) Management Plans include documented operation procedures, which contribute to the rectification of situations (caused by an arbitrary act) that could lead to deviations from the policy, aims and objectives;
- b) procedures also include criteria for the proper operation of any of the holding's activities that could have an effect on the environment or the quality of agricultural products;
- c) procedures are in place to evaluate the suitability of inputs and of the services provided by third parties on the agricultural holding;
- d) the above-mentioned procedures and the relevant requirements are notified to suppliers and subcontractors;
- e) the necessary final controls and tests on products take place in order to prove their compliance with the prescribed requirements.

Proper operation criteria **must** at least include:

- a) introduction of new members (farmers) or new agricultural parcels in the Integrated Management can only be carried out at the beginning of each cultivation period;
- b) the agricultural holding must maintain a procedure for evaluating its main providers (e.g. propagation material suppliers, plant protection products, fertilisers, laboratories, agricultural machinery maintenance and repair workshops);
- c) the Integrated Management is applied on all agricultural parcels of each farmer, of the crops included in the agricultural holding's policy.

There **must** be a documented customer complaint procedure that ensures that customer complaints are properly recorded, reviewed and handled through a file of corrective actions.

There **must** be a special and directly available customer complaint form.

4.4.7 Crisis prevention and response

The agricultural holding **must** maintain procedures in its Crisis Response Plan to identify, prevent and handle accidents that might happen during its operations, including for extraordinary situations that may be caused by biotic (e.g. epidemics) or abiotic factors (e.g. destructive weather phenomena, fire, widespread pollution, etc.).

The crisis prevention and response procedure **must** provide for the actions to be taken to prevent accidents or extraordinary situations and in particular to counteract the impact these might have on the environment and the quality of products.

The crisis prevention and response procedure **must** include at least:

- a) response measures in case of extraordinary events (biotic and abiotic factors, accidents, fire, work place safety, wrong decisions regarding product quality);
- b) safety rules and rules on the correct use of pesticides;
- c) workers' hygiene rules.

It is recommended, whenever practically feasible, to conduct periodic readiness exercises.

4.4.8 Product traceability

The agricultural holding **must** maintain documented procedures in order to identify the origin of an agricultural product, from the place of production to its delivery to the customer. The level of detail of traceability may be defined according to the holding's requirements and especially according to the existing legislation and the requirements that result from contracts signed with customers.

The traceability process **must** cover at least the following:

- a) The parcels of each farmer participating in the Integrated Management must be codified; a code should be given to each farmer and each parcel. In the event of subsidised crops, it is mandatory to use the unique parcel code stated in Integrated Management and Control - IACS (13-digit code).
- b) In the event that the Integrated Management is not applied by all farmers-members of the agricultural holding on each crop, then the traceability procedure must ensure separate handling for "conventional" and "integrated management" products, from the agricultural parcel until delivery to the customer.
- c) The level of detail of traceability must at least satisfy the following essential requirements:
 - traceability at parcel-level must be observed until the stage of harvesting.
 - traceability at farmer-level must be observed upon delivery of the harvested products.
- d) In order to avoid Integrated Management products being adulterated with other conventional products, the quantities of the products that will be produced per parcel must be estimated and recorded in advance with a $\pm 20\%$ deviation from the quantity actually harvested. The quantities described in the aforementioned advance estimate must be controlled at the harvesting stage; any possible deviations must be substantiated and it should be evaluated whether the excess produce will be accepted or not. Unjustified excess in the acceptable deviation percentages from the quantity estimated in advance implies non-compliance of the farmer and his or her products.

In relation to every type of crop - or variety (whenever the agricultural holding requires it or considers it to be necessary pursuant to the current legislation and market needs), the holding **must** keep a record of Integrated Management products, the advance estimate quantities, the quantities harvested, stored, sold, as well as the recipients and destination of the outgoing quantities.

In order to facilitate traceability, **it is recommended** to apply the Integrated Management on all crops of the agricultural holding that are of the same type.

When transporting Integrated Management products, these **must** be accompanied by the documents prescribed by the national legislation (proof of trading and transporting, e.g. invoices, consignment notes), which in addition to all other information required must be marked "Integrated Management".

Integrated Management products **must** be distinguished in the holding's accounting from all other products by virtue of a code number and a description, which must include the indication "Integrated Management".

4.5 Control, corrective and preventive actions

4.5.1 Monitoring and measurements

The agricultural holding **must** maintain documented procedures regarding the measurement/assessment or monitoring of its operations, especially those that have a measurable, significant impact on the environment or the products, in order to facilitate the documentation of the improvement of its performance and its compliance with its aims and objectives, the relevant legislation, the product specifications and other regulations.

The procedure relevant to the measurement/assessment or monitoring of the agricultural holding's operations **must** meet at least the following criteria:

- a) the Supervisor-Agriculture Advisor must draw up an annual measurement/assessment or monitoring plan in respect of the significant operations of the agricultural holding, with an indication of the type of operations, the estimated period when these will be implemented and the manner in which they are controlled;
- b) the measurement/assessment or monitoring plan must at least include information about the following:

- Main cultivation practices.
- Inputs (propagation material, plant protection products and fertilisers).
- Suitability measurements in respect of the final product (plant protection product analyses), soil measurements and foliar diagnosis.
- The requirements of the current aims and objectives set, as well as those of the improvement program.
- Compliance with the legal obligations relevant to the prohibition of child labour and those ensuring appropriate working conditions.
- Periodical evaluation of its compliance with applicable legislation, the specifications of agricultural products and other regulations.

4.5.2 Handling of non-compliance – corrective and preventive actions

The agricultural holding **must** maintain documented procedures for investigating, identifying and assessing non-compliances that may result from internal audits/controls or external inspection, customer complaints or failures. (eg detection of residues of plant protection products above MRL's or non-approved plant protection products).

The agricultural holding **must** arrange for counteracting any negative impact caused by a lack of compliance, implementing corrective actions and preventing future cases of non-compliance.

A time-schedule **must** be established for the implementation of corrective actions; the responsibilities for their implementation and approval must be clearly determined.

The agricultural holding **must** maintain a penalty scheme for farmers participating in the Integrated Management, (pursuant to relevant reports in the private agreements/contracts with farmers, paragraph 4.4.1 of this Standard).

Changes in documented procedures that result from preventive and corrective actions **must** be applied and recorded.

In case of a final agricultural product that does not comply with the legal requirements, documented procedures **must** be introduced that guarantee (assure) that this product shall not be used as an Integrated Management product and provide for its further handling.

A procedure **must** exist for recalling non-compliant final products, which must:

- allocate decision-making responsibilities in relation to product recall;
- specify the manner in which customers and the Certification Body will be informed;
- specify the manner in which recalled products will be handled.

The agricultural holding **must** have in place mechanisms ensuring that the Certification Body and its customers will be timely notified of any pesticide residues found that exceed MRL's or in the event that non-approved pesticides are traced on Integrated Management products, or whenever farmers/parcels are "removed" from the scope of application of the Integrated Management.

Files **must** be kept regarding all penalties imposed, including justification of appropriate handling thereof and respective corrective actions taken.

4.5.3 Record keeping

The agricultural holding **must** maintain a procedure, which shall be updated whenever deemed necessary, to keep all documents and other data in good condition; this applies to documents and data that prove proper operation and compliance with the requirements of standards AGRO 2-1 and 2-2 during an audit.

The record-keeping - records procedure **must** clearly describe the form and type of files kept in the farmers' records, as well as which of these can be found in the Head's records and which in the records kept by the Supervisor-Agriculture Advisor.

All files **must** be kept for at least three (3) years.

NOTE: These documents include the following: correspondence with the authorities, legal documents, topographical sketches, current versions of procedures and Management Plans, specifications of agricultural products, correspondence and contracts with buyers, records of measurements performed, equipment settings, agricultural warning bulletins, any other document or record related to the operation and activities of the agricultural holding.

The agricultural holding must update the relevant database kept by ELGO-DEMETER with data on all crops where the Integrated Management is applied as per the provisions regarding the operation of this database.

4.5.4 Internal audit

The agricultural holding **must** maintain a periodic inspection procedure in order to be able to define the degree of adoption and adherence to the Integrated Management, always in accordance with the requirements of standards AGRO 2-1 and AGRO 2-2, and more precisely, the improvement program of the agricultural holding.

The Supervisor-Agriculture Advisor **must** provide information on the findings of inspections to the administration of the agricultural holding.

The inspection results **must** be recorded and maintained in files.

Whenever help is required from external inspectors or specialists, their work **must** be clearly defined.

The Internal Auditor must be independent of the field being audited.

The inspection **must**:

- a) control compliance of the written management (AGRO 2-1 and 2-2 requirements).
- b) annually audit all participating farmers and the productive procedure (AGRO 2-2 requirements).

- c) Perform at least one (1) overall inspection of the Integrated Management annually.

4.6 Review by the administration

The administration of the agricultural holding **must** review all procedures and management plans related to the Integrated Management at intervals defined by the same in order to ensure that these continue to be appropriate for the agricultural holding and that these are efficient and effective.

The review procedure **must** provide for the collection of all necessary information that makes the evaluation possible.

The review **must** examine the possible need to change the policy and aims and objectives of the Integrated Management, in light of previous inspection findings, the commitment for continuous improvement and other possible changes.

The review **must** at least include the following in the form of a properly documented report:

- a) the results of the main measurements concerning the implementation of the aims and objectives, which shall evaluate at least the following: data relevant to product quality, soil measurements, pesticide residue traceability measurements on products, etc.);
- b) the results of internal controls;
- c) a table of non-compliant events, corrective and preventive actions;
- d) an indication of whether or not the objectives and targets set were implemented, including respective justification;
- e) a plan for the following year or period.

There **must** be at least one (1) review of the Integrated Management every year.

This review **must** be documented.

ANNEX A
Model list of producers-members of the agricultural holding

Farm Name: "....."

- Certificate Number / Issue:
- Date of issue and expiry date:
- Annex pages:
- Total Number of Producers:
- Total number of parcels:
- Total number of acres:

	PRODUCER'S LAST NAME	PRODUCER'S FIRST NAME	PRODUCER'S TAX IDENTIFICATION NUMBER	PARCEL CODE / IACS	NUMBER OF ACRES BY PARCEL	KIND OF CULTIVATION	CULTIVATION VARIETY	AREA (name of the Municipality)	AREA (name of the Region)	TOTAL PRODUCER LANDS	TOTAL PRODUCER ACRES

NOTE: The above information is completed and compiled with in accordance with the requirements of applicable data protection legislation.



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