

## Checklist for GAPC Certification

- Apply for GAPC Certification and select your monitoring firm<sup>6</sup> **before April 15** and be approved by GAPC.
- Follow all GAPC Membership and GAPC Certification Standards, policies, and procedures as listed in the GAPC Certification Application and the 2021 GAPC Certification Compliance Guide including:
  - Participation in the GAPC Worker Concern Helpline or other approved third-party concern process.
  - Attending annual GAPC Training before June 30 of current year (ALL Grower ID's listed on the application must attend training by deadline).
  - Complete the self-assessment, if wanting to achieve GAPC International Certification prior to your Monitoring Activity.
- Complete your Certification Monitoring Visit **before October 31** of current year.
- Complete worker interviews if required:

<b>Audit (A)</b>	<ul style="list-style-type: none"> <li>• Worker interviews are required if non-immediate family farm labor is hired on the farming operation.</li> </ul>
<b>Site Visit (SV) or Desktop Review (DR)</b>	<ul style="list-style-type: none"> <li>• Worker interviews can be conducted at the request of the grower but <u>will only be required</u> if the GAPC Certified Grower (1) remediated an issue in previous year that required worker interviews or (2) switched from ONLY immediate family<sup>7</sup> farm labor to hiring non-family labor. If worker interviews are requested or required a grower must choose to have an on-farm Desktop Review.</li> </ul>

- Achieve the minimum score required:

<b>Audit (A)</b>	<ul style="list-style-type: none"> <li>• 100% of Critical standard points labeled as (A)*</li> <li>• 75% of Additional standard points labeled as (A)* (High: 5 points, Medium: 2 points, Low: 1 point)</li> </ul>
<b>Site Visit (SV)</b>	<ul style="list-style-type: none"> <li>• 100% of Critical standard points labeled as (SV)*</li> </ul>
<b>Desktop Review (DR)</b>	<ul style="list-style-type: none"> <li>• 100% of Critical standard points labeled as (DR)*</li> <li>• 100% of Additional standard points labeled as (DR)* (High: 5 points, Medium: 2 points, Low: 1 point)</li> </ul>

\*See year label (i.e. A, SV, and DR) in the Standard Category column in the Certification Standards section in Compliance Guide.

- If remediation is needed to achieve a passing Certification score, it must be completed within 30 days of the date the Certification Monitoring Activity report was submitted. Grower Member will receive a copy of the report indicating what needs remediation by mail or email after the Certification Monitoring Activity.

<sup>6</sup> A list of approved monitoring firms is included in this Guide in the section titled 2021 Approved Monitoring Firms for GAPC Certification or at [www.gapconnections.com](http://www.gapconnections.com) when logged in (Grower Dashboard under Certification).

<sup>7</sup> Immediate family members include only: (1) A spouse; (2) Children, stepchildren, and foster children; (3) Parents, stepparents, and foster parents; and (4) Brothers and sisters. If the worker does not fall into one of the four categories listed here, then the worker is considered a hired worker.